AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Special Services	Inland	805
EVALUATED BY		DATE
Sergeant Dan DeLo	ng, ID #13416	02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

The state of the s				
TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE 02/20/2009			
FOLLOW-UP REQUIRED Correction Report NO BY	COMMANDER'S REVI	EW	DATE	
1. MANAGEMENT FUNCTIONS	EVALUATED Yes	ACTION REQUIRED	CORRECTE	D
a. What functions of management were observed?	103	140		
(1) Planning adequate?			✓ Yes	□No
(2) Organization adequate?			√ Yes	□No
(3) Staffing adequate?			✓ Yes	□ No
(4) Directing adequate?			✓ Yes	□ No
			✓ Yes	□ No
(6) Delegating adequate?	EVALUATED	ACTION REQUIRED	✓ Yes CORRECTED	□ No
2. ORGANIZATION	Yes	No		
a. Current Organizational Chart?			✓ Yes	☐ No
(1) Lines of authority, responsibility, and training?			✓ Yes	□No
b. How are personnel informed of commander's absence? E-m	nail, MIS, and direc	ct communication with subo	rdinates	
(1) Alternate assigned?			✓ Yes	☐ No
(2) Division notified via comm-net?			✓ Yes	☐ No
c. Have collateral duties been assigned to supervisors?			✓ Yes	□ No
(1) Officers aware of assignments and/or changes?			✓ Yes	□No
d. How was efficiency of the organization tested? Scheduling, t	raining, activity, g	ranVovertime details, and ur	nit responsibi	lities met
e. Is there an appropriate span of control?			✓ Yes	□No
3. JOB DESCRIPTIONS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	D
a. Local procedure for periodic review?			✓ Yes	☐ No
(1) Date of last review update? In compliance with depart	tmental policy	3		
b. Authority limits explained?			✓ Yes	□No
c. Written job descriptions for positions?			✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

===	(1) Where are job descriptions kept? Each unit's Stands	ard Operating Procedu	res		
	(2) Has cross training been conducted?			✓ Yes	□No
. (COMMUNICATIONS	Yes Yes	ACTION REQUIRED	CORRECTE)
а	a. Commander's methods to disseminate and receive inform	nation? E-mail, MIS,	staff meetings, training days	s, and direct co	mmunica
	with subordinates				
	(1) Does the commander use both formal and informal ch	hannels?		✓ Yes	☐ No
	(2) How does the commander inform personnel of their co	ontributions and/or acc	complishments? Commenda	ble form 2's, 1	00/136 fo
	comments, training day acknowledgements, submits n	names for appropriate d	epartmental sponsored award	ls.	
b	b. Good up and down flow of information within Area?			✓ Yes	☐ No
	(1) Commander to supervisors?			✓ Yes	□ No
	(2) Commander to officers through lieutenants/sergeants	?		✓ Yes	□ No
	(3) Supervisors to commander?			✓ Yes	□No
	(4) Supervisors to officers?			√ Yes	□ No
	(5) Officers to supervisors?			✓ Yes	☐ No
	(6) Officers to commander through chain of command?			✓ Yes	□ No
	(7) Between uniformed/nonuniformed employees?			✓ Yes	□No
	(8) Suggestions for improvement made/tested?			✓ Yes	□ No
c.	c. Commander and supervisors available for counseling?			✓ Yes	☐ No
	(1) Commander attend briefings?			✓ Yes	□No
	(2) Lieutenant attend briefings?		SWY	✓ Yes	□No
d.	l. Is the information system effective?			✓ Yes	☐ No
	(1) Are personnel aware of current projects?			✓ Yes	□No
	(2) Weekly correspondence routed?			✓ Yes	☐ No
e.	e. How is the commander kept informed of daily events? $$ $$	-mails, chain of comm	and, and direct communica	tion	
f.	Are photos on picture board current?			✓ Yes	□No
	AREA AND STAFF MEETINGS	EVALUATED	ACTION REQUIRED	CORRECTE	D
	. Commander or facilitator/manager adequately prepared fo	Yes	No	✓ Yes	□ No
a.				✓ Yes	□ No
	(1) Do meetings begin on time? (2) Is there an agenda?			✓ Yes	 □ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

b. How often are Area meetings held? As deemed necessary (1) Who coordinates agenda? Management and supervisors (2) Who takes minutes? Designated by rotation (3) Is action taken, with subsequent follow-up?		
(2) Who takes minutes? Designated by rotation		
(3) Is action taken, with subsequent followurp?		
(o) to determ taken, with subsequent lonew-up:	Yes	□No
c. Are successive meetings held?	Yes	□No
d. Are Top Management minutes discussed?] Yes	□No
(1) Does commander support departmental programs?	Yes	☐ No
(2) Do employees understand information disseminated?	Yes	□ No
e. Are special interest programs planned?] Yes	☐ No
f. Are schedules arranged for maximum attendance?] Yes	□No
(1) Is information conveyed to absent members?] Yes	□ No
g. What is the frequency of staff meetings? In accordance with departmental policy		
(1) Agendas distributed prior to meetings?] Yes	□No
(2) Who attends? Available personnel assigned to each unit		
(3) Action taken, with subsequent follow-up?] Yes	□No
		□ No
] Yes	☐ No
h. Are sergeants-only meetings held?] Yes	☐ No
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by] Yes	□ No units
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors] Yes	□ No units
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with] Yes	□ No units
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with clarification if needed. Support to the unit and supervisor.	Yes by their u	□ No units
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up?	Yes by their u	□ No units rmation
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? [Valuated Pres Action Reduired Pr	Yes by their u vith infor	□ No units rmation
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist will clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (4) Action taken, with subsequent follow-up? (5) MANAGEMENT OF TIME (6) MANAGEMENT OF TIME (7) Action recoursed No	Yes by their u vith infor	No units
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? 6. MANAGEMENT OF TIME a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergeants available other than business hours? 7. COLLECTIVE BARGAINING	Yes by their u vith infor	No Inits Imation No No
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (4) MANAGEMENT OF TIME (5) MANAGEMENT OF TIME (6) MANAGEMENT OF TIME (7) ACTION REQUIRED NO (8) Commander/lieutenant/sergeants available other than business hours? (9) ACTION REQUIRED NO (10) ACTION REQUIRED NO (11) Who schedules these meetings? Periodic, nonuniformed personnel will also attend meetings held by (12) Action DACCs, and departmental meetings. Assist with the commander of the unit and supervisor.	Yes by their u vith infor Yes Yes Yes Yes	No Inits Imation No No No
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? 6. MANAGEMENT OF TIME a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergeants available other than business hours? 7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)?	Yes by their u vith infor Yes Yes Yes Yes Yes Yes	No Inits Imation No No No
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist wire clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? 6. MANAGEMENT OF TIME a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergeants available other than business hours? 7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)?	Yes by their u vith infor Yes Yes Yes Yes Yes Yes Yes	No Inits Imation No No No No
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist wire clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? 6. MANAGEMENT OF TIME 1. Sevaluated Yes Action Required No No 2. Supervisors 2. Sevaluated Yes No	Yes by their u vith infor Yes Yes Yes Yes Yes Yes Yes Yes Yes	No Inits Imation No No No No No
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by (1) Who schedules these meetings? Supervisors (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with clarification if needed. Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? 6. MANAGEMENT OF TIME 2	Yes by their u vith infor Yes	No Inits Imation No No No No

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Inland Comm. Ctr.	Inland	818
EVALUATED BY		DATE
T. Rodriguez		02/16/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION SUSPENSE DATE Formal Evaluation Informal Evaluation	
FOLLOW-UP REQUIRED Correction Report BY COMMANDER'S REVIEW	2.19.09
1. MANAGEMENT FUNCTIONS EVALUATED ACTION REQUIRED	CORRECTED
a. What functions of management were observed?	
(1) Planning adequate?	✓ Yes ☐ No
(2) Organization adequate?	☑ Yes ☐ No
(3) Staffing adequate?	✓ Yes
(4) Directing adequate?	✓ Yes
(5) Controlling adequate?	✓ Yes
(6) Delegating adequate?	✓ Yes
2. ORGANIZATION EVALUATED ACTION REQUIRED	CORRECTED
a. Current Organizational Chart?	☑ Yes □ No
(1) Lines of authority, responsibility, and training?	☑ Yes ☐ No
b. How are personnel informed of commander's absence? Refer to attached CHP 454	
(1) Alternate assigned?	✓ Yes No
(2) Division notified via comm-net?	✓ Yes ☐ No
c. Have collateral duties been assigned to supervisors?	✓ Yes
(1) Officers aware of assignments and/or changes?	✓ Yes No
d. How was efficiency of the organization tested? Refer to attached CHP 454	
e. Is there an appropriate span of control?	☑ Yes ☐ No
3. JOB DESCRIPTIONS EVALUATED ACTION REQUIRED	CORRECTED
a. Local procedure for periodic review?	✓ Yes
(1) Date of last review update? Refer to attached CHP 454	
b. Authority limits explained?	☐ Yes ☑ No
c. Written job descriptions for positions?	✓ Yes

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

	(1) Where are job descriptions kept? Refer to attached CHP	154			
	(0) 11-2-2-2-10-10-10-10-10-10-10-10-10-10-10-10-10-			- Van	☐ No
	(2) Has cross training been conducted?	EVALUATED	ACTION REQUIRED	✓ Yes	
. cc	DMMUNICATIONS	X			
a.	Commander's methods to disseminate and receive information?	Refer to attached CHP	454		
	(1) Does the commander use both formal and informal channel	s?		✓ Yes	☐ No
	(2) How does the commander inform personnel of their contribu	itions and/or accomplish	ments? Refer to attac	hed CHP 454	4
b.	Good up and down flow of information within Area?				☐ No
	(1) Commander to supervisors?			✓ Yes	☐ No
	(2) Commander to officers through lieutenants/sergeants?			✓ Yes	☐ No
	(3) Supervisors to commander?			✓ Yes	☐ No
	(4) Supervisors to officers?			✓ Yes	☐ No
	(5) Officers to supervisors?			✓ Yes	□ No
	(6) Officers to commander through chain of command?			✓ Yes	□No
	(7) Between uniformed/nonuniformed employees?			✓ Yes	□ No
	(8) Suggestions for improvement made/tested?			✓ Yes	☐ No
C.	Commander and supervisors available for counseling?			✓ Yes	☐ No
	(1) Commander attend briefings?			✓ Yes	□No
((2) Lieutenant attend briefings?			✓ Yes	□No
d.	Is the information system effective?			✓ Yes	☐ No
	(1) Are personnel aware of current projects?			✓ Yes	□ No
	(2) Weekly correspondence routed?			✓ Yes	☐ No
e.	How is the commander kept informed of daily events? Refer to	attached CHP 454			
f. /	Are photos on picture board current?			✓ Yes	☐ No
AR	EA AND STAFF MEETINGS	EVALUATED	ACTION REQUIRED	CORRECTE	Ð
а.	Commander or facilitator/manager adequately prepared for mee			✓ Yes	☐ No
	(1) Do meetings begin on time?			✓ Yes	☐ No
	(2) Is there an agenda?			✓ Yes	□ No

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

b. How often are Area meetings held? Refer to attached CHP 45-	4			
(1) Who coordinates agenda? Refer to attached CHP 454				
(2) Who takes minutes? Refer to attached CHP 454				
(3) Is action taken, with subsequent follow-up?			✓ Yes	□No
c. Are successive meetings held?			✓ Yes	□No
d. Are Top Management minutes discussed?			✓ Yes	□No
(1) Does commander support departmental programs?			✓ Yes	□No
(2) Do employees understand information disseminated?			✓ Yes	□ No
e. Are special interest programs planned?			✓ Yes	☐ No
f. Are schedules arranged for maximum attendance?			✓ Yes	□No
(1) Is information conveyed to absent members?			✓ Yes	□ No
g. What is the frequency of staff meetings? Refer to attached Cl	IP 454			
(1) Agendas distributed prior to meetings?			✓ Yes	□ No
(2) Who attends? Refer to attached CHP 454				
(3) Action taken, with subsequent follow-up?			✓ Yes	□ No
h. Are sergeants-only meetings held?			✓ Yes	☐ No
i. What is the frequency of nonuniformed meetings? Refer to atta	ached CHP 454			
(1) Who schedules these meetings? Refer to attached CHP 4:	54			
(2) What is the commander's role? Refer to attached CHP 45	4			
(3) Action taken, with subsequent follow-up?				□No
6. MANAGEMENT OF TIME	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is time spent on activities proportionate to importance?			Yes	☐ No
b. Commander/lieutenant/sergeants available other than business	hours?		√ Yes	□No
7. COLLECTIVE BARGAINING	EVALUATED X	ACTION REQUIRED X	CORRECTE)
a. Does the commander comply with Contract Interpretations (CI)			I ✓ Yes	□ No
(1) Does a library copy of all CIs exist?			Yes	☑ No
			✓ Yes	□ No
(2) Employee groups notified prior to changing policy?			✓ Yes	N₀
(3) Employee contract training for nonuniformed supervisors?				
(4) Managers/supervisors understand grievance/complaint pro	cedures?		✓ Yes	□ No

AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT:	DATE: 02/16/2009
SECTIONS	COMMENTS
2.b	The Commanders absence is made known to Division and Area personnel via MIS, e-mail, briefing
	items, personal notification, week ahead itinerary, desk top calendar, etc.
2.d	The Area completed three (3) rejection during probation investigations in the last three (3) months.
	The investigations were thorough, complete and submitted in a timely basis.
3.a(1)	Job descriptions are updated on an as needed basis. They were last updated in 2007.
3.c (1)	Job descriptions are kept in the Supervisors computer file.
4.a	Commander communicates and receives information by attending shift briefings, training days, staff
	meetings, briefing items and by daily personal interaction with Area personnel.
4.a (2)	Commander recognizes contributions and accomplishments of personnel during training days, staff
	meetings, holiday functions, shift briefings & commendable CHP 2s and CHP 100 form comments.
4.e	The Commander is kept informed of daily events by personal notification, e-mail, phone calls, etc.
5.b	Area meetings are held quarterly.
5.b (1)	Area meeting agendas coordinated by the training supervisor with approval from Area management.
5.b.(2)	Minutes of training days are not taken.
5.g	Staff meetings are scheduled to follow the Division All Commanders Conference.
5.g (2)	Staff meetings are attended by all Supervisors, Managers and the Office Tech.
5.i (1)	The Division Office Managers meeting is held quarterly.
5.i (2)	The Commander ensures the attendance of non-uniformed personnel.
7.a (1)	Currently, the Area does not maintain a library of all CI Interpretations. A library will be
	established.

STATE OF CALIFORNIA		AREA	DIVISION	NUMBER	
DEPARTMENT OF CALIFORNIA HIGHWAY PATRO AREA MANAGEMENT EVA		Bridgeport	Inland	820	
AREA ADMINISTRATION	LOATION	EVALUATED BY		DATE	
CHP 453A (Rev. 5-06) OPI 009		Dan Laza, Sgt		02/02/2009	
form is used as a Correction Re individual items with "yes" or "no can be placed on the CHP 454, accomplishments or corrective a	s reviewed by placing a check in port, the "Correction" box should " answers, or fill in the blanks as Area Management Evaluation St actions, unresolved items, proble r pencil, and the Supplement can	be initialed and dated indicated. If addition applement. The Supp ms or progress, and t	d as deficiencies are con al comments are nece dement should include he evaluator's overall	orrected. An essary, the in esignificant fi	swer formation ndings,
TYPE OF EVALUATION	porion, and the experience	SUSPENSE DATE			
	mal Evaluation				
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW		DATE	
Yes V No	ВУ	15-12		2/17/0	7
1. MANAGEMENT FUNCTIONS		EVALUATED	ACTION-REQUIRED	CORRECTED	
a. What functions of manageme	ent were observed? squad meetin	gs, in/out box delegatio	n, communications		
(1) Planning adequate?				✓ Yes	☐ No
(2) Organization adequate?				☑ Yes	☐ No
(3) Staffing adequate?				✓ Yes	☐ No
(4) Directing adequate?				☑ Yes	☐ No
(5) Controlling adequate?				√ Yes	☐ No
(6) Delegating adequate?		b:		☑ Yes	☐ No
		EVALUATED	ACTION REQUIRED	CORRECTED	

EVALUATED

X

ACTION REQUIRED

all organization was tested during a lengthy absence of the Commander and only one

ACTION REQUIRED

√ Yes

CORRECTED

☐ No

☐ No

No

☐ No

No

□ No

No.

☐ No

☐ No

☐ No

Destroy Previous Editions

EVALUATED

X

c453a506 frp

3. JOB DESCRIPTIONS

2. ORGANIZATION

a. Current Organizational Chart?

(1) Alternate assigned?

(2) Division notified via comm-net?

e. Is there an appropriate span of control?

a. Local procedure for periodic review?

(1) Date of last review update?

Written job descriptions for positions?

b. Authority limits explained?

(1) Lines of authority, responsibility, and training?

c. Have collateral duties been assigned to supervisors?

d. How was efficiency of the organization tested?

Sergeant to cover administrative duties.

(1) Officers aware of assignments and/or changes?

b. How are personnel informed of commander's absence? MIS, e-mails, and calendars

07/20/2008

AREA MANAGEMENT EVALUATION

7111177	INTA TO COLI		_	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
AREA	ADMINISTR.	ATION	Į		

(1) Where are job descriptions kept? Area SOP				
(2) Has cross training been conducted?	2)		√ Yes	No
COMMUNICATIONS	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Commander's methods to disseminate and receive informa	ation? emails, b	oriefings, routing of MIS rep	oorts, squad mee	etings, et
(1) Does the commander use both formal and informal ch	nannels?		☑ Yes	No
(2) How does the commander inform personnel of their commander information inf	ontributions and/or acc	omplishments? than	k-you notes,	
commendables, and periodic awards for outstanding s	service during squad m	neețings		
b. Good up and down flow of information within Area?			☑ Yes	□ N
(1) Commander to supervisors?			√ Yes	□ N
(2) Commander to officers through lieutenants/sergeants?	?		☑ Yes	N
(3) Supervisors to commander?			☑ Yes	_ N
(4) Supervisors to officers?				
(5) Officers to supervisors?			√ Yes	
(6) Officers to commander through chain of command?			✓ Yes	
(7) Between uniformed/nonuniformed employees?			√ Yes	
(8) Suggestions for improvement made/tested?				□N
c. Commander and supervisors available for counseling?			✓ Yes	
(1) Commander attend briefings?			Yes	✓ N
(2) Lieutenant attend briefings?			Yes	☑ N
d. Is the information system effective?			√ Yes	
(1) Are personnel aware of current projects?			☑ Yes	
(2) Weekly correspondence routed?			√ Yes	
e. How is the commander kept informed of daily events?	via telephone, dis	patch, emails		
. Are photos on picture board current?			✓ Yes	
AREA AND STAFF MEETINGS	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Commander or facilitator/manager adequately prepared for	r meetings?		√ Yes	
(1) Do meetings begin on time?			✓ Yes	
(2) Is there an agenda?			√ Yes	

AREA MANAGEMENT EVALUATION

AREA ADMINISTRA CHP 453A (Rev. 5-06) O			-		
b. How often are A	Area meetings held? monthly				_
(1) Who coord	inates agenda? training officer, training se	ergeant, or commander	· (for staff meetings)		
(2) Who takes	minutes? OSSI				
(3) Is action ta	ken, with subsequent follow-up?			√ Yes	☐ No
c. Are successive	meetings held?			Yes	☑ No
d. Are Top Manag	ement minutes discussed?	4/		✓ Yes	☐ No
(1) Does comn	nander support departmental programs?			√ Yes	☐ No
(2) Do employe	ees understand information disseminated?			∀es	☐ No
e. Are special inte	est programs planned?			✓ Yes	☐ No
f. Are schedules a	ranged for maximum attendance?			☑ Yes	☐ No
(1) Is information	on conveyed to absent members?			✓ Yes	☐ No
g. What is the freq	uency of staff meetings? once a quarter				
(1) Agendas di	stributed prior to meetings?			☐ Yes	☑ No
(2) Who attend	s? Commander, Sergeants, OSSI, ATM,	Officer Rep			
(3) Action taker	n, with subsequent follow-up?			√ Yes	☐ No
h. Are sergeants-o	nly meetings held?			√ Yes	☐ No
i. What is the frequ	ency of nonuniformed meetings? frequent	tly on an informal bas	is		
(1) Who sched	ules these meetings? clerical staff				
(2) What is the	commander's role? for input on issues.				
(3) Action taker	, with subsequent follow-up?			√ Yes	☐ No
6. MANAGEMENT OF	TIME	EVALUATED X	ACTION REQUIRED	CORRECTED	
a Is time spent on	activities proportionate to importance?	^_		✓ Yes	☐ No
	tenant/sergeants-available-other-than busing	ess-hours?			
		EVALUATED	ACTION REQUIRED	CORRECTED	
7. COLLECTIVE BAR		X			☐ No
	nder comply with Contract Interpretations (CI)?		✓ Yes	
	ry copy of all CIs exist?		11 -41-	✓ Yes	□ No
	roups notified prior to changing policy?			✓ Yes	□ No
	ontract training for nonuniformed supervisor			Yes	☑ No
(4) Managers/supervisors understand grievance/complaint procedures?				√ Yes	☐ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATRO AREA MANAGEMENT EVA AREA ADMINISTRATION	-	AREA Bishop EVALUATED BY	Inland	NUMBER 825 DATE	
INSTRUCTIONS: Indicate item form is used as a Correction Re individual items with "yes" or "no can be placed on the CHP 454, accomplishments or corrective a form can be completed in pen or	port, the "Correction" box should o" answers, or fill in the blanks as Area Management Evaluation S actions, unresolved items, proble	l be initialed and date s indicated. If addition upplement. The Sup ms or progress, and	ed as deficiencies are nal comments are neo plement should inclu the evaluator's overa	corrected. cessary, the de significa	x. If this Answer information int findings,
TYPE OF EVALUATION Formal Evaluation Info	rmal Evaluation	SUSPENSE DATE			
FOLLOWAUP REQUIRED	Correction Report	P. A. S. K.	DUM	2/23	2/09
1. MANAGEMENT FUNCTIONS		EVALUATED	ACTION REQUIRED	CORRECTED)
a. What functions of management	were observed?		J.,		
(1) Planning adequate?				√ Yes	☐ No
(2) Organization adequate?				√ Yes	☐ No
(3) Staffing adequate?				√ Yes	□No
(4) Directing adequate?				✓ Yes	☐ No

E-mail and briefing item.

EVALUATED

✓ Yes

✓ Yes

Yes

✓ Yes

Yes

√ Yes

Yes

Yes

7.

CORRECTED

✓ Yes

√ Yes

✓ Yes

ACTION REQUIRED

ACTION REQUIRED

☐ No

(5) Controlling adequate?

(6) Delegating adequate?

a. Current Organizational Chart?

(1) Alternate assigned?

(2) Division notified via comm-net?

(1) Lines of authority, responsibility, and training?

b. How are personnel informed of commander's absence?

c. Have collateral duties been assigned to supervisors?

d. How was efficiency of the organization tested?

to Myone on mannerstate price of printing

a. Local procedure for periodic review?

(1) Date of last review update?

c. Written job descriptions for positions?

b. Authority limits explained?

(1) Officers aware of assignments and/or changes?

2. ORGANIZATION

3. JOB DESCRIPTIONS

Destroy Previous Editions

Quarterly audits:

01/10/2008

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

_	(1) Where are job descriptions kept? Front office - clerical, SOP.		
	(2) Has cross training been conducted?	✓ Yes	☐ No
4.	COMMUNICATIONS EVALUATED ACTION REQUIRED	CORRECTE	0
í	a. Commander's methods to disseminate and receive information? E-mail, briefing items, memos, and CHP 79	(Area route	slip), verbal
	communication.		
	(1) Does the commander use both formal and informal channels?	✓ Yes	□No
	(2) How does the commander inform personnel of their contributions and/or accomplishments? Verbally and	monthly eva	duations on
	CHP 100 forms, CHP 112's, and annual 118's		
b	o. Good up and down flow of information within Area?	✓ Yes	☐ No
	(1) Commander to supervisors?	✓ Yes	☐ No
	(2) Commander to officers through lieutenants/sergeants?	✓ Yes	□No
	(3) Supervisors to commander?	✓ Yes	☐ No
	(4) Supervisors to officers?	✓ Yes	□No
	(5) Officers to supervisors?		□No
	(6) Officers to commander through chain of command?	✓ Yes	□No
	(7) Between uniformed/nonuniformed employees?	✓ Yes	□No
	(8) Suggestions for improvement made/tested?	✓ Yes	□No
C.		✓ Yes	□No
	(1) Commander attend briefings? THERE ARE NO FORMAL BRIEFINGS IN THE	Yes	☑ No
	(2) Lieutenant attend briefings? - TIFERE IS NO LIEUTEN ART IN THE BUHOP ARE	A. ☐ Yes	☑ No
d.	Is the information system effective?	✓ Yes	□No
	(1) Are personnel aware of current projects?	✓ Yes	□No
	(2) Weekly correspondence routed?		□ No
e.	How is the commander kept informed of daily events? Verbally, and via e-mail.		
f.	Are photos on picture board current?	✓ Yes	□ No
. A	REA AND STAFF MEETINGS EVALUATED ACTION REQUIRED	CORRECTE	0
a.	Commander or facilitator/manager adequately prepared for meetings?	✓ Yes	□No
	(1) Do meetings begin on time?	✓ Yes	☐ No
	(2) Is there an agenda?	✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHD	4E2A	(Rev	E 06)	ODL	000
CHP	45.1A	IKEV.	5-051	UPL	UUS

b. How often are Area meetings held? Scheduled bimonthly and w	hen needed.					
(1) Who coordinates agenda? Commander	(1) Who coordinates agenda? Commander					
(2) Who takes minutes? Supervisors assigned in rotation.	(2) Who takes minutes? Supervisors assigned in rotation.					
(3) Is action taken, with subsequent follow-up?				□No		
c. Are successive meetings held?			✓ Yes	□No		
d. Are Top Management minutes discussed?			✓ Yes	□No		
(1) Does commander support departmental programs?			✓ Yes	□No		
(2) Do employees understand information disseminated?			✓ Yes	□No		
e. Are special interest programs planned?			✓ Yes	□No		
f. Are schedules arranged for maximum attendance?			✓ Yes	□No		
(1) Is information conveyed to absent members?			✓ Yes	□No		
g. What is the frequency of staff meetings? Bimonthly						
(1) Agendas distributed prior to meetings?			✓ Yes	□No		
(2) Who attends? All supervisors, uniformed, non-uniformed,	and area union i	epresentative.				
(3) Action taken, with subsequent follow-up?			✓ Yes	□ No		
h. Are sergeants-only meetings held?				No		
i. What is the frequency of nonuniformed meetings? Weekly						
(1) Who schedules these meetings? Commander and non-unifo	rmed supervisor	S.				
(2) What is the commander's role? Oversee meetings, opens co	mmunications, c	liscusses issues, operations ar	id ways to im	prove		
communications and operations.						
(3) Action taken, with subsequent follow-up?			✓ Yes	□No		
MANAGEMENT OF TIME	EVALUATED	ACTION REQUIRED	CORRECTED			
a. Is time spent on activities proportionate to importance?			✓ Yes	No		
b. Commander/lieutenant/sergeants available other than business h	ours?		✓ Yes	☐ No		
COLLECTIVE BARGAINING EVALUATED ACTION REQUIRED)		
a. Does the commander comply with Contract Interpretations (CI)?		4	✓ Yes	□No		
(1) Does a library copy of all CIs exist?			✓ Yes	□No		
(2) Employee groups notified prior to changing policy?			☑ Yes	□ No		
(3) Employee contract training for nonuniformed supervisors?			✓ Yes	□No		
(4) Managers/supervisors understand grievance/complaint procedures?				□No		
t i.	(1) Who coordinates agenda? Commander (2) Who takes minutes? Supervisors assigned in rotation. (3) Is action taken, with subsequent follow-up? (4) Are Top Management minutes discussed? (1) Does commander support departmental programs? (2) Do employees understand information disseminated? (3) Are special interest programs planned? (4) Is information conveyed to absent members? (5) What is the frequency of staff meetings? Bimonthly (1) Agendas distributed prior to meetings? (2) Who attends? All supervisors, uniformed, non-uniformed, (3) Action taken, with subsequent follow-up? (4) Are sergeants-only meetings held? (5) What is the frequency of nonuniformed meetings? Weekly (1) Who schedules these meetings? Commander and non-uniformed. (2) What is the commander's role? Oversee meetings, opens conmunications and operations. (3) Action taken, with subsequent follow-up? (4) Action taken, with subsequent follow-up? (5) MANAGEMENT OF TIME (6) Is time spent on activities proportionate to importance? (7) Commander/lieutenant/sergeants available other than business here. (8) Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	(2) Who takes minutes? Supervisors assigned in rotation. (3) Is action taken, with subsequent follow-up? 6. Are successive meetings held? 7. Are Top Management minutes discussed? (1) Does commander support departmental programs? (2) Do employees understand information disseminated? (3) Are special interest programs planned? (4) Is information conveyed to absent members? (5) What is the frequency of staff meetings? Bimonthly (1) Agendas distributed prior to meetings? (2) Who attends? All supervisors, uniformed, non-uniformed, and area union to the sergeants-only meetings held? (3) Action taken, with subsequent follow-up? (4) Who schedules these meetings? Commander and non-uniformed supervisor to the frequency of nonuniformed meetings? Weekly (1) Who schedules these meetings? Commander and non-uniformed supervisor to the frequency of nonuniformed meetings, opens communications, of communications and operations. (3) Action taken, with subsequent follow-up? MANAGEMENT OF TIME (4) Is time spent on activities proportionate to importance? (5) Commander/lieutenant/sergeants available other than business hours? COLLECTIVE BARGAINING Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	(1) Who coordinates agenda? Commander (2) Who takes minutes? Supervisors assigned in rotation. (3) Is action taken, with subsequent follow-up? (4) Are Top Management minutes discussed? (4) Does commander support departmental programs? (5) Do employees understand information disseminated? (6) Are schedules arranged for maximum attendance? (7) Is information conveyed to absent members? (8) What is the frequency of staff meetings? Bimonthly (9) Action taken, with subsequent follow-up? (9) Action taken, with subsequent follow-up? (9) Action taken, with subsequent follow-up? (10) What is the frequency of nonuniformed meetings? Weekly (11) Who schedules these meetings? Commander and non-uniformed supervisors. (22) What is the commander's role? Oversee meetings, opens communications, discusses issues, operations or communications and operations. (3) Action taken, with subsequent follow-up? ANAGEMENT OF TIME (4) Stime spent on activities proportionate to importance? (5) Commander/lieutenant/sergeants available other than business hours? COLLECTIVE BARGAINING Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	(1) Who coordinates agenda? Commander (2) Who takes minutes? Supervisors assigned in rotation. (3) Is action taken, with subsequent follow-up? (4) Are Top Management minutes discussed? (5) Doe employees understand information disseminated? (6) Doe commander support departmental programs? (7) Yes (8) Doe employees understand information disseminated? (9) Doe employees understand information disseminated? (9) Are special interest programs planned? (1) Is information conveyed to absent members? (1) Is information conveyed to absent members? (2) What is the frequency of staff meetings? Bimonthly (1) Agendas distributed prior to meetings? Bimonthly (2) Who attends? All supervisors, uniformed, non-uniformed, and area union representative. (3) Action taken, with subsequent follow-up? (4) What is the frequency of nonuniformed meetings? Weekly (1) Who schedules these meetings? Commander and non-uniformed supervisors. (2) What is the commander's role? Commander and non-uniformed supervisors. (3) Action taken, with subsequent follow-up? (4) Is time spent on activities proportionate to importance? (5) Anagement of Time (6) Is time spent on activities proportionate to importance? (7) Yes (8) Action taken, with subsequent follow-up? (8) As time spent on activities proportionate to importance? (9) Yes (1) Does a library copy of all Cls exist? (1) Does a library copy of all Cls exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (5) Yes (6) Employee contract training for nonuniformed supervisors? (7) Yes (8) Employee contract training for nonuniformed supervisors? (8) Yes		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Mojave	Inland	830
EVALUATED BY		DATE
Lt. Andria Witn	ner/OSSI Sandra Palmer	10/09/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation ☐ 11/30/2009			
FOLLOW-UP REQUIRED COMMANDER'S REVIEW	- 6	DATE	
YES NO BY U. W.	a. Witmen It 10/09/2009		
1. MANAGEMENT FUNCTIONS Yes	No - already handled	CORRECTED	0
a. What functions of management were observed? Scheduling, Staff meetings, suspense		cations	
(1) Planning adequate?		✓ Yes	□ No
(2) Organization adequate?		✓ Yes	□ No
(3) Staffing adequate?		✓ Yes	□No
(4) Directing adequate?		✓ Yes	□ No
(5) Controlling adequate?		☐ Yes	☑ No
(6) Delegating adequate?		✓ Yes	□ No
2. ORGANIZATION EVALUATED Yes	No ACTION REQUIRED	CORRECTE	D
a. Current Organizational Chart?		√ Yes	☐ No
(1) Lines of authority, responsibility, and training?		✓ Yes	□ No
b. How are personnel informed of commander's absence? Weekly e-mail to Chief, O	SSI and Sergeants		
(1) Alternate assigned?		✓ Yes	☐ No
(2) Division notified via comm-net?		✓ Yes	□No
c. Have collateral duties been assigned to supervisors?		✓ Yes	□ No
(1) Officers aware of assignments and/or changes?		✓ Yes	□ No
d. How was efficiency of the organization tested? Staff meetings were used to identify	y problems and establish a	uxiliary du	ities of the
supervisors. Problems/solutions were solicited during Area training days, dealt w	with and the officers advis	ed of Area	actions.
e. Is there an appropriate span of control?		✓ Yes	☐ No
3. JOB DESCRIPTIONS EVALUATED Yes	Yes	CORRECTE	D
a. Local procedure for periodic review?		√ Yes	□ No
(1) Date of last review update? 11/14/2008 * ACTION ITEM *			
b. Authority limits explained?		✓ Yes	□No
c. Written job descriptions for positions?		✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

	(1)	Where are job descriptions kept? Area SOP				
	(2)	Has cross training been conducted?			✓ Yes	□No
С	ОММ	UNICATIONS	Yes Yes	Yes	CORRECTED)
a.	Cor	mmander's methods to disseminate and receive information?	Briefings, e-ma	ail, phone, routing docume	nts to affected e	mployee
	Are	ea and staff meetings, walking around, informal gatherings,	coffee/meals, one	e-on-one meetings		
	(1)	Does the commander use both formal and informal channe	s?		✓ Yes	□ No
	(2)	How does the commander inform personnel of their contribution	utions and/or acc	omplishments? in person,	100/112 form c	omments,
		training days, e-mail				
b.	God	od up and down flow of information within Area?			✓ Yes	□ No
	(1)	Commander to supervisors?			✓ Yes	☐ No
	(2)	Commander to officers through lieutenants/sergeants?			✓ Yes	□ No
	(3)	Supervisors to commander?			✓ Yes	□ No
	(4)	Supervisors to officers?			✓ Yes	□ No
	(5)	Officers to supervisors?			✓ Yes	☐ No
	(6)	Officers to commander through chain of command?			✓ Yes	□ No
	(7)	Between uniformed/nonuniformed employees?			✓ Yes	□ No
	(8)	Suggestions for improvement made/tested?			✓ Yes	□ No
c.	Cor	mmander and supervisors available for counseling?			✓ Yes	☐ No
	(1)	Commander attend briefings?			✓ Yes	□No
	(2)	Lieutenant attend briefings? N/A - LIEUTER	JANT COM	mand	Yes	□ No
d.	ls th	he information system effective?			✓ Yes	□No
	(1)	Are personnel aware of current projects?			✓ Yes	□No
	(2)	Weekly correspondence routed? E MAL 15 WSE	Ď		Yes	✓ No
е.	Hov	w is the commander kept informed of daily events? Sergea	nts' log, Public It	nformation Officer (media)	, walking arour	ıd, attend
		nmunity meetings				
f.		photos on picture board current? * ACTION IT	em *		☐ Yes	✓ No
	ш.	AND STAFF MEETINGS	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTE	D
а.	Cor	mmander or facilitator/manager adequately prepared for med	etings?		✓ Yes	□No
	(1)	Do meetings begin on time?			✓ Yes	□No
	(2)	Is there an agenda?			✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

_					
	b. How often are Area meetings held? Two days a month are set aside as Training Days so all employees can attend.				
	(1) Who coordinates agenda? Training Sergeant/Training	g Officer			
	(2) Who takes minutes? Not taken for Training Days since	e agenda is set by PC	ST requirements.		
	(3) Is action taken, with subsequent follow-up?			✓ Yes	□No
	c. Are successive meetings held?			Yes	✓ No
	d. Are Top Management minutes discussed?			✓ Yes	□ No
	(1) Does commander support departmental programs?			✓ Yes	□No
	(2) Do employees understand information disseminated?			✓ Yes	□No
_	e. Are special interest programs planned?			✓ Yes	□ No
	f. Are schedules arranged for maximum attendance?			✓ Yes	□No
	(1) Is information conveyed to absent members?	CTION ITEM	*	Yes	✓ No
	g. What is the frequency of staff meetings? Monthly				
	(1) Agendas distributed prior to meetings?			Yes	✓ No
	(2) Who attends? Area commander, sergeants, OSSI, and	Unit 5 Area Represe	ntative		
(3) Action taken, with subsequent follow-up?			✓ Yes	□ No	
h. Are sergeants-only meetings held?			✓ Yes	□No	
	i. What is the frequency of nonuniformed meetings? Not need	ed due to small staffi	ng of 2 OAs and 1 OSSI - da	ily interaction	
	(1) Who schedules these meetings? If necessary, the OSSI				
	(2) What is the commander's role? Daily interaction and o	pen door policy allov	vs the non-uniformed to have	constant acce	ess to the
	commander to assist with any matter which necessitates l	her input/problem res	olution.		
	(3) Action taken, with subsequent follow-up?			✓ Yes	□ No
6.	MANAGEMENT OF TIME	Yes Yes	ACTION REQUIRED No	CORRECTED)
	a. Is time spent on activities proportionate to importance?		•	✓ Yes	□ No
	b. Commander/lieutenant/sergeants available other than business hours?			✓ Yes	□ No
7.	COLLECTIVE BARGAINING EVALUATED Yes No				
	a. Does the commander comply with Contract Interpretations (C	✓ Yes	□ No		
	(1) Does a library copy of all CIs exist?				□No
	(2) Employee groups notified prior to changing policy?			✓ Yes	□No
-	(3) Employee contract training for nonuniformed supervisors	s?		✓ Yes	□No
-	(4) Managers/supervisors understand grievance/complaint p	procedures?		✓ Yes	□ No

COMMAND INSPECTION PROGRAM

Command:	Division:	Chapter:
Mojave	Inland	1
Inspected by:		Date:
Lt. Witmer ar	nd OSSI Palmer	10/09/2009

EXCEPTIONS DOCUMENT	Lt. Witmer and OSSI Palmer	10/09/2009
Page 2 of 2		
Commander's Response: ⊠ Concur or □ D	Oo Not Concur (Do Not Concur shall docu	ment basis for response)
Inspector's Comments: Shall address non concetc.)	currence by commander (e.g., findings revise	d, findings unchanged,
None.		
*		
Required Action		
Corrective Action Plan/Timeline		
All of the following issues will be completed b	y November 30, 2009.	
Management Functions (Controlling) – It due dates on various projects. Each serinstruction sheet on how to suspense ite issue is considered completed.	rgeant was provided a personal susp	ense file and an
Job Descriptions – The special duty office streamline certain processes. These ne Sergeant Vong for completion by the during the sergeant volumes.	eed to be updated in the SOP. This w	last few months to vill be assigned to
Communications – There have been prohas been last updated. The need to updated special duty officer, Officer Gohr. He would new to the Area and remove those from	date the picture board was discussed rill set up the Area office to take photo	I with the responsible os of those who are
Area and Staff Meetings – The OSSI no routed to those officers who were absen Officer to ensure this is corrected. Sergensuring every officer/sergeant who mis	nt. This issue will be discussed with t eant Fullmer (Training Sergeant) will	he Area Training be responsible for

COMMANDER'S SIGNATURE Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.) RÉVIEWER'S SIGNAPURE Reviewer discussed this report with employee ☐ Concur □ Do not concur

covered at the missed day.

AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Needles	Inland	834
EVALUATED BY		DATE
S.C. Patton, #12	702	02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

rem com a compression in process processing and a compression in processing and a compression in the compres				
TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Correction Report BY	COMMANDER'S REVIE	mn)	2/27	109
1. MANAGEMENT FUNCTIONS	EVALUATED	No REQUIRED	CORRECTÉ	,
a. What functions of management were observed?				
(1) Planning adequate?			✓ Yes	□No
(2) Organization adequate?			✓ Yes	□No
(3) Staffing adequate?			✓ Yes	□No
(4) Directing adequate?			√ Yes	□No
(5) Controlling adequate?			✓ Yes	□No
(6) Delegating adequate?			✓ Yes	No
2. ORGANIZATION	EVALUATED	ACTION REQUIRED	CORRECTE	
a. Current Organizational Chart?		,	✓ Yes	□No
(1) Lines of authority, responsibility, and training?			✓ Yes	□No
b. How are personnel informed of commander's absence?				
(1) Alternate assigned?			√ Yes	□No
(2) Division notified via comm-net?			√ Yes	□No
c. Have collateral duties been assigned to supervisors?			✓ Yes	□No
(1) Officers aware of assignments and/or changes?	***************************************		✓ Yes	□No
d. How was efficiency of the organization tested? An arrest r	report was followed th	hrough the chain to the cler	ical staff.	
e. Is there an appropriate span of control?			✓ Yes	□No
3. JOB DESCRIPTIONS	EVALUATED	NO REQUIRED	CORRECTE	D
a. Local procedure for periodic review?			✓ Yes	□ No
(1) Date of last review update?	Na.			
b. Authority limits explained?			✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **AREA ADMINISTRATION**

OLIF	+ 550/\	(Rev. 5-06) OPI 009				
	(1)	Where are job descriptions kept? In the Area SOP				
	(2)	Has cross training been conducted?			✓ Yes	☐ No
4. (TUNICATIONS	EVALUATED	ACTION REQUIRED Yes	CORRECTE	
e	. Coi	mmander's methods to disseminate and receive information?		1.03		
	(1)	Does the commander use both formal and informal channel	s?			□No
	(2)	How does the commander inform personnel of their contribu	utions and/or accor	nplishments?		
b	. Go	od up and down flow of information within Area?			Yes	☑ No
	(1)	Commander to supervisors?			✓ Yes	∏ No
	(2)	Commander to officers through lieutenants/sergeants?			☐ Yes	☑ No
	(3)	Supervisors to commander?			✓ Yes	☐ No
	(4)	Supervisors to officers?			☐ Yes	☑ No
	(5)	Officers to supervisors?			Yes	☑ No
	(6)	Officers to commander through chain of command?			Yes	☑ No
	(7)	Between uniformed/nonuniformed employees?			✓ Yes	□No
	(8)	Suggestions for improvement made/tested?			✓ Yes	□ No
C.	. Con	nmander and supervisors available for counseling?			✓ Yes	□ No
	(1)	Commander attend briefings?			✓ Yes	□ No
	(2)	Lieutenant attend briefings?			Yes	□No
d.	. Is th	ne information system effective?			☐ Yes	✓ No
	(1)	Are personnel aware of current projects?			√ Yes	□No
	(2)	Weekly correspondence routed?			Yes	☑ No
е.	How	v is the commander kept informed of daily events? Directly	y by the supervisor	s or via telephone and E-m	nail in his abs	ence.
f.	Are	photos on picture board current?			☐ Yes	☑ No
5. A	REA A	AND STAFF MEETINGS	EVALUATED	ACTION REQUIRED NO	CORRECTE	D
a.	Corr	nmander or facilitator/manager adequately prepared for mee	tings?	1	✓ Yes	□ No
	(1)	Do meetings begin on time?			✓ Yes	☐ No
	(2)	Is there an agenda?			✓ Yes	□No

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHI	455A (Nev. 5-00) OF 1 009				
k	b. How often are Area meetings held? At least quarterly or more	frequently if requi	red		
	(1) Who coordinates agenda? Training Officer and Sergeant	Ahrens			
	(2) Who takes minutes? N/A				
	(3) Is action taken, with subsequent follow-up?			☐ Yes	☑ No
C	c. Are successive meetings held?			Yes	☑ No
c	d. Are Top Management minutes discussed?			✓ Yes	□No
	(1) Does commander support departmental programs?			✓ Yes	□No
	(2) Do employees understand information disseminated?			✓ Yes	□No
€	e. Are special interest programs planned?			✓ Yes	□No
f.	. Are schedules arranged for maximum attendance?			✓ Yes	□No
	(1) Is information conveyed to absent members?			✓ Yes	□No
g	g. What is the frequency of staff meetings? Usually quarterly.				
17.81	(1) Agendas distributed prior to meetings?			Yes	☑ No
	(2) Who attends? Commander, Sergeants, Area Representation	ve, Office Assitan	ts, Auto Tech. and Special I	Outy Officers	
	(3) Action taken, with subsequent follow-up?			✓ Yes	□No
h	n. Are sergeants-only meetings held?			☐ Yes	☑ No
i.	What is the frequency of nonuniformed meetings?				
	(1) Who schedules these meetings?				
	(2) What is the commander's role?			×	
_					
	(3) Action taken, with subsequent follow-up?			Yes	☐ No
6 M	MANAGEMENT OF TIME	EVALUATED	ACTION REQUIRED	CORRECTE	D
			No	 ✓ Yes	☐ No
a		houre?		✓ Yes	□No
b		EVALUATED	ACTION REQUIRED	CORRECTE	-11
7. C	COLLECTIVE BARGAINING		No		
а	Does the commander comply with Contract Interpretations (CI)?			✓ Yes	□ No
	(1) Does a library copy of all CIs exist?			✓ Yes	☐ No
	(2) Employee groups notified prior to changing policy?			✓ Yes	□ No
	(3) Employee contract training for nonuniformed supervisors?			☐ Yes	□No
	(4) Managers/supervisors understand grievance/complaint prod	cedures?		√ Yes	☐ No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

ADEA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Barstow	Inland	835
EVALUATED BY		DATE
Lieutenant J. Klu	12. #10212	02/17/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION SUSPENSE DATE Formal Evaluation Informal Evaluation	$^{\epsilon}N$, $/$
COMMANDERS ☐ YES ☑ NO BY	1/2 Syer 02/17/2000
1. MANAGEMENT FUNCTIONS Yes	No CORRECTED
a. What functions of management were observed?	
(1) Planning adequate?	✓ Yes ☐ No
(2) Organization adequate?	✓ Yes ☐ No
(3) Staffing adequate?	√ Yes No
(4) Directing adequate?	✓ Yes ☐ No
(5) Controlling adequate?	√ Yes ☐ No
(6) Delegating adequate?	✓ Yes ☐ No
2. ORGANIZATION EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Current Organizational Chart?	✓ Yes No
(1) Lines of authority, responsibility, and training?	✓ Yes □ No
b. How are personnel informed of commander's absence?	
(1) Alternate assigned?	
(2) Division notified via comm-net?	✓ Yes ☐ No
c. Have collateral duties been assigned to supervisors?	✓ Yes No
(1) Officers aware of assignments and/or changes?	✓ Yes No
d. How was efficiency of the organization tested? The Area conducts periodi	c reviews of its organizational structure to include input
from all levels within the command.	
e Is there an appropriate span of control?	✓ Yes
3. JOB DESCRIPTIONS EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Local procedure for periodic review?	☐ Yes ☑ No
(1) Date of last review update?	
b. Authority limits explained?	✓ Yes No
c. Written job descriptions for positions?	✓ Yes ☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

	(1)	Where are job descriptions kept? Job descriptions are kep	ot on each non-un	iformed, management and s	pecial duty de	sk. An
		electronic copy is available in the 1 drive under clerical.				
	(2)	Has cross training been conducted?			✓ Yes	□No
С	OMIV	IUNICATIONS	Yes Yes	ACTION REQUIPED	CORRECTED)
a.	. Co	mmander's methods to disseminate and receive information?	Staff meetings,	Area Training days, briefin	gs. informal g	гоир
	me	ectings with dispatchers and clerical units.				
	(1)	Does the commander use both formal and informal channel	ls?		✓ Yes	□ No
	(2)	How does the commander inform personnel of their contribu	utions and/or acco	omplishments? Face to face	discussions,	-mails ar
		documented commendations.				
).	Go	od up and down flow of information within Area?			√ Yes	☐ No
	(1)	Commander to supervisors?			✓ Yes	☐ No
	(2)	Commander to officers through lieutenants/sergeants?			√ Yes	☐ No
	(3)	Supervisors to commander?				□ No
	(4)	Supervisors to officers?			√ Yes	☐ No
	(5)	Officers to supervisors?			✓ Yes	☐ No
	(6)	Officers to commander through chain of command?			✓ Yes	□No
	(7)	Between uniformed/nonuniformed employees?			✓ Yes	☐ No
	(8)	Suggestions for improvement made/tested?			✓ Yes	☐ No
	Cor	nmander and supervisors available for counseling?			✓ Yes	□No
	(1)	Commander attend briefings?			✓ Yes	☐ No
	(2)	Lieutenant attend briefings?			✓ Yes	□No
	ls th	ne information system effective?				□No
	(1)	Are personnel aware of current projects?			√ Yes	☐ No
	(2)	Weekly correspondence routed?			√ Yes	□No
9.	Hov	v is the commander kept informed of daily events? Throug	h meetings with	PIO, supervisors, managers	and review o	Supervis
	dai	ly log				
	Are	photos on picture board current?			✓ Yes	☐ No
\ I	REA	AND STAFF MEETINGS	EVALUATED Yes	ACTION REQUIRED	CORRECTE	D
0	Con	nmander or facilitator/manager adequately prepared for mee	tings?		✓ Yes	☐ No
	(1)	Do meetings begin on time?			√ Yes	□ No
	(2)	Is there an agenda?			☐ Yes	✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION	
CHP 453A (Rev. 5-06) OPI 009	

H	2 453A (REV. 5-06) OPT 009					
b	o. How often are Area meetings held? Bi-monthly					
	(1) Who coordinates agenda? Training Officer and Train	ining Supervisor				
	(2) Who takes minutes? Training Officer					
	(3) Is action taken, with subsequent follow-up?	(3) Is action taken, with subsequent follow-up?				
C	Are successive meetings held?			✓ Yes	☐ No	
C	d. Are Top Management minutes discussed?			√ Yes	No	
	(1) Does commander support departmental programs?			√ Yes	☐ No	
	(2) Do employees understand information disseminated?			√ Yes	No	
е	Are special interest programs planned?			√ Yes	□No	
f.	. Are schedules arranged for maximum attendance?			✓ Yes	□No	
	(1) Is information conveyed to absent members?			✓ Yes	□No	
g	g. What is the frequency of staff meetings? Bi-monthly					
	(1) Agendas distributed prior to meetings?			Yes	✓ No	
	(2) Who attends? All Area supervisors and employee un	nion representatives				
	(3) Action taken, with subsequent follow-up?			✓ Yes	☐ No	
h	Are sergeants-only meetings held?			✓ Yes	☐ No	
ij.	What is the frequency of nonuniformed meetings? Semi-ar	nnually				
	(1) Who schedules these meetings? Unit supervisors					
	(2) What is the commander's role? Discusses issues of st	tatewide and local conce	ern and answers employees'	questions		
	(3) Action taken, with subsequent follow-up?			✓ Yes	☐ No	
. IV	NANAGEMENT OF TIME	Yes Yes	ACTION REQUIRED	CORRECTE	0	
а	. Is time spent on activities proportionate to importance?			✓ Yes	☐ No	
b	Commander/lieutenant/sergeants available other than busin	ness hours?		✓ Yes	☐ No	
С	COLLECTIVE BARGAINING	EVALUATED	ACTION REQUIRED	CORRECTE	D	
а	O utana da companya da la companya d	(CI)?		✓ Yes	☐ No	
a	(1) Does a library copy of all CIs exist?			✓ Yes	No	
-				✓ Yes		
72=		ore?		✓ Yes	 No	
	(3) Employee contract training for nonuniformed supervisor			✓ Yes	No	
	(4) Managers/supervisors understand grievance/complaint	t procedures?		<u> </u>		

AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Riverside	Inland	840
EVALUATED BY		DATE
Sergeant D. Lane	e, #10734	02/10/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REDUIRED	02/20/2009 COMMANDER'S REVIEW		DATE	
☐ Correction Report ☐ YES ☑ NO ☐ BY	Alle	Jon	2/18	
1. MANAGEMENT FUNCTIONS	02/08/2009	ACTION REQUIRED No	CORRECTED	0
a. What functions of management were observed?				
(1) Planning adequate?			✓ Yes	☐ No
(2) Organization adequate?			√ Yes	☐ No
(3) Staffing adequate?			☐ Yes	✓ No
(4) Directing adequate?			✓ Yes	□ No
(5) Controlling adequate?			✓ Yes	☐ No
(6) Delegating adequate?			✓ Yes	□No
2. ORGANIZATION	02/08/2009	ACTION REQUIRED	CORRECTED)
a. Current Organizational Chart?			√ Yes	☐ No
(1) Lines of authority, responsibility, and training?			√ Yes	☐ No
b. How are personnel informed of commander's absence? See	CHP 454 attached.			
(1) Alternate assigned?			✓ Yes	□ No
(2) Division notified via comm-net?			✓ Yes	☐ No
c. Have collateral duties been assigned to supervisors?			✓ Yes	□ No
(1) Officers aware of assignments and/or changes?			✓ Yes	□ No
d. How was efficiency of the organization tested? The strategic	plan, Area goals, and in	ternal audits were rev	iewed. Interv	riews of
uniformed and non-uniformed personnel from all ranks were	e interviewed.			
e. Is there an appropriate span of control?			✓ Yes	☐ No
3. JOB DESCRIPTIONS	02/08/2009	ACTION REQUIRED No	CORRECTED)
a. Local procedure for periodic review?			√ Yes	☐ No
(1) Date of last review update? July 2008				
b. Authority limits explained?			√ Yes	□ No
c. Written job descriptions for positions?			✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

_	(1) Where are job descriptions kept? All job descri	iptions are located in the At	ea Standard Operating Proc	redures (SOP).	
	(2) Has cross training been conducted?			✓ Yes	□ No
(COMMUNICATIONS	02/09/2009	ACTION REQUIRED	CORRECTE)
a	a. Commander's methods to disseminate and receive in	formation? See CFIP 454 a	ttached.		
_	(1) Does the commander use both formal and inform	nal channele?		✓ Yes	∏No
-	(2) How does the commander inform personnel of the		omplishments? See CHP 4		
-	(2) The vaccount commands morn perconner of the				
b	o. Good up and down flow of information within Area?			✓ Yes	☐ No
	(1) Commander to supervisors?			✓ Yes	☐ No
	(2) Commander to officers through lieutenants/serge	ants?		✓ Yes	☐ No
	(3) Supervisors to commander?			√ Yes	□ No
	(4) Supervisors to officers?			✓ Yes	□ No
	(5) Officers to supervisors?			✓ Yes	☐ No
-	(6) Officers to commander through chain of command	d?		✓ Yes	☐ No
	(7) Between uniformed/nonuniformed employees?			✓ Yes	☐ No
	(8) Suggestions for improvement made/tested?			✓ Yes	☐ No
C	. Commander and supervisors available for counseling?	?		✓ Yes	☐ No
	(1) Commander attend briefings?				☐ No
	(2) Lieutenant attend briefings?			✓ Yes	☐ No
d.	. Is the information system effective?				□ No
	(1) Are personnel aware of current projects?			✓ Yes	☐ No
	(2) Weekly correspondence routed?			√ Yes	☐ No
e.	. How is the commander kept informed of daily events?	Area sergeant's log, cell	ılar telephone, e-mail, daily	contact with	supervi
	managers and Area personnel. Formal and informal s	staff meetings as appropria	c.		
f.	Are photos on picture board current?			✓ Yes	∏ No
Α	REA AND STAFF MEETINGS	02/08/2009	ACTION REQUIRED No.	CORRECTE	D
a.	Commander or facilitator/manager adequately prepare	ed for meetings?		√ Yes	□ No
	(1) Do meetings begin on time?			✓ Yes	□ No
	(2) Is there an agenda?			√ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

	b. How often are Area meetings held? Every other month.						
	(1) Who coordinates agenda? Area Training Officer						
	(2) Who takes minutes? No formal minutes are recorded du	ing Area Meetings/	Training Days.				
	(3) Is action taken, with subsequent follow-up?			✓ Yes	□No		
	c. Are successive meetings held?			✓ Yes	□No		
	d. Are Top Management minutes discussed?			✓ Yes	□No		
	(1) Does commander support departmental programs?			✓ Yes	□No		
	(2) Do employees understand information disseminated?			✓ Yes	□No		
	e. Are special interest programs planned?	✓ Yes	□No				
-	f. Are schedules arranged for maximum attendance?	✓ Yes	□No				
	(1) Is information conveyed to absent members?			✓ Yes	□No		
	g. What is the frequency of staff meetings? Every other month following the Division Area Commanders Conference.						
	(1) Agendas distributed prior to meetings?			✓ Yes	□No		
	(2) Who attends? Commander, Lieutenants, Sergeants, and	the OSS I. The Area	a CAHP Representative, P.	AO, Auto Teo	ch and a non		
	uniformed representative are all invited to attend and express items of interest or concern.						
	(3) Action taken, with subsequent follow-up?			✓ Yes	□No		
	h. Are sergeants-only meetings held?			✓ Yes	□ No		
	i. What is the frequency of nonuniformed meetings? Formally as	needed; informally	on a weekly basis.				
	(1) Who schedules these meetings? The OSS I schedules for	mal meetings. The A	Area Commander meets inf	ormally week	ly.		
	(2) What is the commander's role? The Commander provides	s input on items of ir	nterest and fields questions	from the staff			
	(3) Action taken, with subsequent follow-up?			√ Yes	□No		
6.	MANAGEMENT OF TIME	02/09/2009	ACTION REQUIRED No	CORRECTE	D		
	a. Is time spent on activities proportionate to importance?	05.0715007		✓ Yes	□No		
	b. Commander/lieutenant/sergeants available other than business	hours?		✓ Yes	□No		
7.	COLLECTIVE BARGAINING	EVALUATED	ACTION REQUIRED	CORRECTE	D		
_	De the state of th	02/09/2009	No	✓ Yes	□No		
				✓ Yes	□No		
				✓ Yes	□ No		
	(2) Employee groups notified prior to changing policy?						
	(3) Employee contract training for nonuniformed supervisors?			✓ Yes	□ No		
	(4) Managers/supervisors understand grievance/complaint pro	cedures?		✓ Yes	☐ No		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Victorville	Inland	
EVALUATED BY		DATE
M. Sunseri		02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

, , , , , , , , , , , , , , , , , , , ,				
TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE 02/20/2009			
FOLLOW-UP REQUIRED Correction Report NO BY	D. Rich	-Rach.	DATE 2/23	3/09
1. MANAGEMENT FUNCTIONS	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. What functions of management were observed?		A.		
(1) Planning adequate?			✓ Yes	☐ No
(2) Organization adequate?			✓ Yes	☐ No
(3) Staffing adequate?			✓ Yes	☐ No
(4) Directing adequate?			✓ Yes	☐ No
(5) Controlling adequate?			✓ Yes	☐ No
(6) Delegating adequate?			✓ Yes	☐ No
2. ORGANIZATION	EVALUATED Yes	ACTION REQUIRED	CORRECTED)
a. Current Organizational Chart?			✓ Yes	☐ No
(1) Lines of authority, responsibility, and training?			✓ Yes	☐ No
b. How are personnel informed of commander's absence?	COMMANDERS REMIEW D. Rich SPALLATED Yes No ACTION REQUIRED No ACTION REQUIRED No CORRECTED TYES NO CORRECTED TYES NO TYES TYES TYES TYES TYES TYES TYES TYE			
(1) Alternate assigned?			✓ Yes	☐ No
(2) Division notified via comm-net?			✓ Yes	□No
c. Have collateral duties been assigned to supervisors?			✓ Yes	☐ No
(1) Officers aware of assignments and/or changes?	Y:		Yes	☐ No
d. How was efficiency of the organization tested? Fatal Acci	ident Review: Investigati	ng Officer to AI Office	r to Sergeant f	to Area
Commander.				
e. Is there an appropriate span of control?			✓ Yes	No
3. JOB DESCRIPTIONS	Harmon and the second s		CORRECTE	D
a. Local procedure for periodic review?			✓ Yes	□No
(1) Date of last review update? 01/01/2008	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7			
b. Authority limits explained?				□No
c. Written job descriptions for positions?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

(1) Where are	job descriptions kept? Area SOP				
(2) Has cross	training been conducted?			✓ Yes	No
COMMUNICATION		EVALUATED Yes	ACTION REQUIRED	CORRECTED)
a. Commander's r	methods to disseminate and receive information?		Days, Area Staff Meetings, I	Dept. E-Mail	

(1) Does the c	ommander use both formal and informal channel	s?		✓ Yes	☐ No
(2) How does t	the commander inform personnel of their contribu	utions and/or acco	mplishments? Commander	Commendati	ons,
Commenda	able Form 2, CHP 100 comments, CHP 118(S)				
b. Good up and do	own flow of information within Area?			✓ Yes	☐ No
(1) Commande	er to supervisors?			√ Yes	☐ No
(2) Commande	er to officers through lieutenants/sergeants?			✓ Yes	☐ No
(3) Supervisors	s to commander?			✓ Yes	☐ No
(4) Supervisors	s to officers?			✓ Yes	☐ No
(5) Officers to s	supervisors?	Y ₄		✓ Yes	☐ No
(6) Officers to (commander through chain of command?			✓ Yes	☐ No
(7) Between ur	niformed/nonuniformed employees?			✓ Yes	☐ No
(8) Suggestion:	s for improvement made/tested?			√ Yes	☐ No
c. Commander and	d supervisors available for counseling?			✓ Yes	☐ No
(1) Commande	r attend briefings?			✓ Yes	☐ No
(2) Lieutenant	attend briefings?			✓ Yes	☐ No
d. Is the informatio	n system effective?			✓ Yes	☐ No
(1) Are personr	nel aware of current projects?			✓ Yes	☐ No
(2) Weekly corr	respondence routed?			✓ Yes	☐ No
e. How is the comr	mander kept informed of daily events? CHP M	IIS review, Person	nal Notifications by Supervi	sors, Review	of Sgt. L
CHP 100 and 1	12 review.				
f. Are photos on pi	cture board current?			√ Yes	□No
AREA AND STAFF	MEETINGS	EVALUATED Yes	ACTION REQUIRED No	CORRECTE	D
a. Commander or f	facilitator/manager adequately prepared for mee			✓ Yes	☐ No
(1) Do meetings	s begin on time?			✓ Yes	☐ No
(2) Is there an a	agenda?			✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHF	P 453A (Rev. 5-06) OPI 009				
	b. How often are Area meetings held? Every other month,				
	(1) Who coordinates agenda? Training Sergeant and Tra	aining Officer			
	(2) Who takes minutes? Area Training Officer				
	(3) Is action taken, with subsequent follow-up?			✓ Yes	☐ No
	c. Are successive meetings held?			✓ Yes	☐ No
d	d. Are Top Management minutes discussed?			✓ Yes	☐ No
	(1) Does commander support departmental programs?			✓ Yes	☐ No
	(2) Do employees understand information disseminated?			✓ Yes	☐ No
е	e. Are special interest programs planned?			✓ Yes	☐ No
f.	. Are schedules arranged for maximum attendance?			√ Yes	□No
	(1) Is information conveyed to absent members?			√ Yes	□No
g	. What is the frequency of staff meetings? Quarterly				
	(1) Agendas distributed prior to meetings?			✓ Yes	☐ No
	(2) Who attends? Area Commander, Assistant Chief (occ	casion) All Area Serge	eants, Area OSS1, Area Rep	oresentative (d	lesignated
	portion of meeting)				
	(3) Action taken, with subsequent follow-up?			✓ Yes	☐ No
h.	. Are sergeants-only meetings held?			✓ Yes	□No
i.	What is the frequency of nonuniformed meetings? Monthly	or every other Month	(informal breakfast)		
	(1) Who schedules these meetings? Area OSS1 or Area A	dministrative Sergean	t		
	(2) What is the commander's role? Support, review of cor	ncerns.			
	(3) Action taken, with subsequent follow-up?			✓ Yes	☐ No
6. M	IANAGEMENT OF TIME	EVALUATED Yes	ACTION REQUIRED No	CORRECTE	D
a.	Is time spent on activities proportionate to importance?	1.00		✓ Yes	☐ No
b.	Commander/lieutenant/sergeants available other than busin	ess hours?		√ Yes	☐ No
7. C	OLLECTIVE BARGAINING	EVALUATED	ACTION REQUIRED	CORRECTE	D
a.		Yes CD2	INO	✓ Yes	□ No
a.		0.17.		✓ Yes	 No
				✓ Yes	 ☐ No
	(2) Employee groups notified prior to changing policy?				□ No
	(3) Employee contract training for nonuniformed supervisor			✓ Yes	
	(4) Managers/supervisors understand grievance/complaint	procedures?		✓ Yes	☐ No

AREA MANAGEMENT EVALUATION SUPPLEMENT

SECTIONS	COMMENTS	
1.Management Functions	Overall Area Management operations are very functional a	and within departmental guidelines,
2. Organization	The Area has a clear and current Organizational Chart. Al	ternate Area Commander is designated
	when appropriate and a succession of Alternates are listed	in the Sergeant's Supplemental Duties.
	All sergeants have a range of alternate duties with designat	ted alternates of some essential duties.
3. Job Descriptions	There is an annual review of Area job descriptions by a ser	geant.
	Each job has a written description of duties in the SOP.	
4. Communications	Commander uses various methods of communication to po	ass on information to the Area staff and
	field officers. The smaller size of the office helps a smooth	h and timely dissemination of information
M(Commander personally reviews each Sergeant 112 and CH	IP 100 form. There is adequate
	phone notification of significant events after hours by field	supervisors to the Captain.
	The Area photo board is current.	
5. Area and Staff Meetings	Area Meetings (training days) are done every other month.	Area commander attends each meeting
	(when available) and informs the troops and staff of curren	t DACC items and Department issues.
	The Area training sergeant and training officer coordinate	the schedule of events and speakers.
	Area staff meetings are held quarterly. All sergeants, the c	ommander, the sector chief on
	occasion, and the Area Representative attend. Sergeants h	nave a private meeting (forum) before the
	arrival of the captain. Issues and concerns noted are then c	discussed with Captain.
. Management of Time	Time is properly managed by the commander and his staff.	There is an "on-call" sergeant when
	necessary and the commander can be contacted after hours	by phone.
. Collective Bargaining	The Area complies with collective bargaining issues. Prop	per notice is given when required, All
	supervisors are aware of the grievance/complaint procedur	res.
.6		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Rancho Cucamonga	Inland	
EVALUATED BY		DATE
Lt. Mark Roe		02/19/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Total be completed in pen of penoli, and the cappionion can	_ ,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
117 6 7 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	JSPENSE DATE 2/15/2009			
	OMMANDER'S REVIEW JANA	m		19.200
4 BAANA OFFICHT FUNCTIONS	es	ACTION REQUIRED	CORRECTED	
a. What functions of management were observed?				
(1) Planning adequate?			✓ Yes	☐ No
(2) Organization adequate?			✓ Yes	□No
(3) Staffing adequate?			✓ Yes	□No
(4) Directing adequate?			✓ Yes	□No
(5) Controlling adequate?			✓ Yes	□No
(6) Delegating adequate?			✓ Yes	□No
O ODCANIZATION	ALUATED es	ACTION REQUIRED	CORRECTED	
a. Current Organizational Chart?			✓ Yes	□ No
(1) Lines of authority, responsibility, and training?			✓ Yes	☐ No
b. How are personnel informed of commander's absence? Via e-mail	ail and work of mouth			
(1) Alternate assigned?			✓ Yes	□No
(2) Division notified via comm-net?			✓ Yes	□No
c. Have collateral duties been assigned to supervisors?			✓ Yes	☐ No
(1) Officers aware of assignments and/or changes?			✓ Yes	☐ No
d. How was efficiency of the organization tested? All fatality and or	fficer involved traffic	collisions are routed thr	ough the A	Accident
Review Officer, the on-scene sergeant, a Lieutenant, and the A	rea Commander.			
e. Is there an appropriate span of control?			✓ Yes	☐ No
A LOD DECODIDATIONS	VALUATED CS	ACTION REQUIRED	CORRECTED)
a. Local procedure for periodic review?			✓ Yes	☐ No
(1) Date of last review update? March 13, 2008.				
b. Authority limits explained?			✓ Yes	☐ No
c. Written job descriptions for positions?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

,ПГ	P 453A (Rev. 5-06) OPI 009					
	(1) Where are job descriptions kept? At each desk posi	tion.				
	(2) Has cross training been conducted?			Learning	✓ Yes	□No
C	COMMUNICATIONS	Yes		ACTION REQUIRED	OOMMEGICA	
а	a. Commander's methods to disseminate and receive inform	ation?				
					✓ Yes	☐ No
_	(1) Does the commander use both formal and informal ch					
	(2) How does the commander inform personnel of their commander information inf			ments? Through the	e CHP 100, CU	IP 118,
	CHP2. Commander's Commendations, and through or	ne on conversation	S			
b	Good up and down flow of information within Area?				✓ Yes	□ No
	(1) Commander to supervisors?				✓ Yes	☐ No
	(2) Commander to officers through lieutenants/sergeants	?			✓ Yes	☐ No
	(3) Supervisors to commander?				✓ Yes	☐ No
	(4) Supervisors to officers?				✓ Yes	☐ No
	(5) Officers to supervisors?				✓ Yes	☐ No
	(6) Officers to commander through chain of command?					☐ No
	(7) Between uniformed/nonuniformed employees?				√ Yes	☐ No
	(8) Suggestions for improvement made/tested?				Yes	✓ No
C,	Commander and supervisors available for counseling?				✓ Yes	☐ No
	(1) Commander attend briefings?				✓ Yes	☐ No
	(2) Lieutenant attend briefings?				✓ Yes	☐ No
d.	. Is the information system effective?				✓ Yes	□No
	(1) Are personnel aware of current projects?				✓ Yes	□No
_	(2) Weekly correspondence routed?				✓ Yes	□No
e.	. How is the commander kept informed of daily events? T	hrough the Serge	ant's Log, e-i	nail, and verbally th	rough the chai	in of
	command and/or with direct one on one conversation.					
f.	Are photos on picture board current?				✓ Yes	☐ No
A	REA AND STAFF MEETINGS	evaluated Yes		ACTION REQUIRED	CORRECTE	D
a,	. Commander or facilitator/manager adequately prepared for	or meetings?			✓ Yes	□No
	(1) Do meetings begin on time?				✓ Yes	☐ No
	(2) Is there an agenda?				√ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

0,	193.1 (1.12.1. 2.1.)				
t	o. How often are Area meetings held? Monthly.				
	(1) Who coordinates agenda? The Area Commander.				
	(2) Who takes minutes? Sergeant on a rotating basis.	(
	(3) Is action taken, with subsequent follow-up?			✓ Yes	□No
C	. Are successive meetings held?			✓ Yes	□No
d	l. Are Top Management minutes discussed?			√ Yes	□ No
	(1) Does commander support departmental programs?			✓ Yes	□No
	(2) Do employees understand information disseminated?			✓ Yes	□No
е	. Are special interest programs planned?			Yes	☑ No
f.	Are schedules arranged for maximum attendance?			✓ Yes	□No
	(1) Is information conveyed to absent members?	187		✓ Yes	☐ No
g	What is the frequency of staff meetings? Monthly.				
	(1) Agendas distributed prior to meetings?			Yes	✓ No
	(2) Who attends? The Area Commander, Lieutenants, Ser	geants, the Area Repr	esentative, and the Office S	Services Supe	ervisor.
	(3) Action taken, with subsequent follow-up?			✓ Yes	☐ No
h	. Are sergeants-only meetings held?			✓ Yes	☐ No
j.	What is the frequency of nonuniformed meetings? Quarterly	/.			
	(1) Who schedules these meetings? The Office Services So	upervisor.			
	(2) What is the commander's role? When available, she att	tends to discuss pertine	ent items and to talk with th	e clerical staf	r.
	(3) Action taken, with subsequent follow-up?			✓ Yes	☐ No
6. IV	IANAGEMENT OF TIME	Yes .	ACTION REQUIRED	CORRECTE	D
a	Is time spent on activities proportionate to importance?	103		✓ Yes	☐ No
b.		ess hours?		✓ Yes	□No
	OLLECTIVE BARGAINING	EVALUATED Yes	ACTION REQUIRED	CORRECTE	D
 а.	Does the commander comply with Contract Interpretations (C	OI)?		✓ Yes	☐ No
	(1) Does a library copy of all CIs exist?			✓ Yes	☐ No
	(2) Employee groups notified prior to changing policy?		1100	✓ Yes	☐ No
_	(3) Employee contract training for nonuniformed supervisors			✓ Yes	□No
	(4) Managers/supervisors understand grievance/complaint p			✓ Yes	☐ No
	(+) Mariagero/oupervisore anderstand grievarios/outriplant (

AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
San Bernardino	Inland	860
EVALUATED BY		DATE
Sergeant James For	seca, #13303	02/16/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		LUATION		SUSPENSE DATE			
			rmal Evaluation	02/18/2009			
FOL!	OW-UP I	REQUIRED	Correction Report	COMMANDER'S REVIEW		DATE	
F	7 YES	□ NO					
			BY	Esmeralda L. Falat	Transport	02/19/20 CORRECTED	
1. 1	MANA	GEMENT FUNCTIONS		EVALUATED Yes	ACTION REQUIRED Yes	CORRECTEL	J
_	\A ff 4	E 43 45 4.		1 03	1 63		
a.	vyriat	functions of management	were observed?				
	(1)	Planning adequate?				Yes	□ No
	(2)	Organization adequate?				√ Yes	☐ No
	(3)	Staffing adequate?				Yes	✓ No
	(4)	Directing adequate?				√ Yes	☐ No
	(5)	Controlling adequate?				✓ Yes	□ No
	(6)	Delegating adequate?				✓ Yes	☐ No
2 (DRGAI	NIZATION		EVALUATED	ACTION REQUIRED	CORRECTED)
				Yes	No		
а	ı. Cur	rent Organizational Chart	?			✓ Yes	□ No
	(1)	Lines of authority, respor	nsibility, and training?			✓ Yes	☐ No
b	. Hov	v are personnel informed of	of commander's absence? MIS	, e-mail, verbal			
	(1)	Alternate assigned?				✓ Yes	□No
	(2)	Division notified via comm	m-net?			√ Yes	□No
Ç	. Hav	e collateral duties been as	ssigned to supervisors?		6	√ Yes	☐ No
	(1)	Officers aware of assignn	ments and/or changes?			✓ Yes	□No
d	. How	was efficiency of the orga	anization tested? Viewing sche	dules, training, deployment	ent of field personnel ar	nd special c	luty, o/t and
		grant, details, Activity, an	d Mileage Death Rate.				
е	. Is th	ere an appropriate span o	of control?			✓ Yes	□No
3. J	OB DE	SCRIPTIONS		EVALUATED	ACTION REQUIRED	CORRECTED)
A111 DO		23 C 47 ACC 47 ACC 41 ACC 45 ACC 45 ACC 47 A		Yes	No		
a.	_	al procedure for periodic re				✓ Yes	□ No
	(1)	Date of last review update	e? on going at annual evaluat	ions			
b.	. Auth	ority limits explained?		=		✓ Yes	☐ No
c.	Writt	en job descriptions for po	sitions?			✓ Yes	□No
		·					

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

	(1) Where are job of	escriptions kept? Area S. O. P. C	Thapter I			
	(2) Has cross traini	ng been conducted?			√ Yes	☐ No
. с	OMMUNICATIONS		EVALUATED. Yes:	ACTION REQUIRED	CORRECTE	D
a.	Commander's metho	ods to disseminate and receive info		oriefing items, training days,	, briefings, e-i	nail, M
	staff meetings, serg	eant collateral duties.				
	(1) Does the comm	ander use both formal and informa	l channels?		√ Yes	☐ No
	(2) How does the c	ommander inform personnel of thei	r contributions and/or acco	mplishments? Commendal	ole form 2's, 1	00 form
	comments, frain	ing day acknowledgement, submits	names for appropriate dep	artmental sponsored awards.	0	
b.	Good up and down f	low of information within Area?			✓ Yes	☐ No
	(1) Commander to	supervisors?			√ Yes	☐ No
	(2) Commander to	officers through lieutenants/sergear	nts?		✓ Yes	□ No
	(3) Supervisors to o	ommander?			✓ Yes	☐ No
	(4) Supervisors to o	fficers?			✓ Yes	□ No
	(5) Officers to super	visors?			✓ Yes	☐ No
	(6) Officers to comm	nander through chain of command?	?		✓ Yes	□No
	(7) Between uniform	ed/nonuniformed employees?			✓ Yes	☐ No
	(8) Suggestions for	mprovement made/tested?			✓ Yes	☐ No
c.	Commander and sup	ervisors available for counseling?			✓ Yes	□No
	(1) Commander atte	nd briefings?			✓ Yes	☐ No
	(2) Lieutenant atten	d briefings?			√ Yes	☐ No
d.	Is the information sys	tem effective?			✓ Yes	□No
	(1) Are personnel av	vare of current projects?			✓ Yes	☐ No
	(2) Weekly correspo	ndence routed?				☐ No
e.	How is the command	er kept informed of daily events?	Sgts log e-mail, weekly	meetings with Lts., staff m	ectings, traini	ing days
	briefings, talking wit	h employees one on one.	727			
f.	Are photos on picture	board current?				☐ No
AR	EA AND STAFF MEE	TINGS	EVALUATED Yes	ACTION REQUIRED No.	CORRECTE	0
а.	Commander or facilitator/manager adequately prepared for meetings?			✓ Yes	□ No	
	(1) Do meetings beg	in on time?			✓ Yes	☐ No
	(2) Is there an agend	la?			√ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

D. How often are Area meetings held? As deemed necessary					
(2) Who takes minutes? No minutes are taken at training, days. At saff meetings, minutes are taken and disseminated by a set gentler. (3) Is action taken, with subsequent follow-up? (4) Are Top Management minutes discussed? (5) Do seromander support departmental programs? (7) Does commander support departmental programs? (8) Do employees understand information disseminated? (9) Vec	b. How often are Area meetings held? As deemed necessary				
C Are successive meetings held? C Yes No	(1) Who coordinates agenda? Training officer for area meet	tings and designated S	sergeant for staff meeting		
C. Are successive meetings held? d. Are Top Management minutes discussed? (1) Does commander support departmental programs? (2) Do emptoyees understand information disserninated? (2) Do emptoyees understand information disserninated? (3) Are special interest programs planned? (4) Is information conveyed to absent members? (5) What is the frequency of staff meetings? Quartery (6) Agendas distributed prior to meetings? Quartery (7) Agendas distributed prior to meetings? Quartery (8) Who attends? Capsain, Lieutennats, OSSI. Segrenus, Arting Surgeants, Arting Repts.) Agenda items disserninated prior in meeting via e-mail or vertal to sergeant useligned to taking minutes. (8) Ancilon taken, with subsequent follow-up? (9) Who schedules these meetings? OSSI. Capsats, clerical personned (9) What is the frequency of nonuniformed meetings? 1.4 times annually (1) Who schedules these meetings? OSSI. Capsats, clerical personned (2) What is the commander's role? To dissemente information from DACCs, and departmental meetings. Assist with information elementary of the clarify incided, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (4) Commander/lieutenant/sergeants available other than business hours? (5) Commander/lieutenant/sergeants available other than business hours? (6) Commander/lieutenant/sergeants available other than business hours? (7) Collective BARGAINING (8) Partition of Control of the Control of	(2) Who takes minutes? No minutes are taken at training day	seminated by	y a sergeant		
d. Are Top Management minutes discussed? (1) Does commander support departmental programs? (2) Do employees understand information disseminated? (2) Do employees understand information disseminated? (3) Action taken, with subsequent follow-up? (4) What is the frequency of staff meetings? Outlet by time a mail or verbal to sergeant assigned to taking minutes. (5) What is the frequency of nonuniformed meetings? 3-4 times annually (6) What is the frequency of nonuniformed meetings? 3-4 times annually (7) Who schedules these meetings? OSS L Captain, cleriest personnel (8) What is the frequency of nonuniformed meetings? 3-4 times annually (9) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information from the anti-and supervisor. (9) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information from the anti-and supervisor. (9) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information from the anti-and supervisor. (9) COLLECTIVE BARGAINING (1) Does a library copy of all Cle exist? (1) Does a library copy of all Cle exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (4) Semployee contract training for nonuniformed supervisors? (5) Employee groups notified prior to changing policy? (6) Employee contract training for nonuniformed supervisors? (7) Yes No	(3) Is action taken, with subsequent follow-up?			√ Yes	□ No
(1) Does commander support departmental programs? (2) Do employees understand information disseminated? (2) Every commander support departmental programs? (3) Action taken, with subsequent follow-up? (4) What is the frequency of nonuniformed meetings? 3-4 times amountly (5) What is the frequency of nonuniformed meetings? 3-4 times amountly (6) What is the frequency of nonuniformed meetings? 3-4 times amountly (7) Who schedules these meetings? OSS L Capabin, clerical personnel (8) What is the frequency of nonuniformed meetings? 3-4 times amountly (9) What is the frequency of nonuniformed meetings? 3-4 times amountly (10) Who schedules these meetings? OSS L Capabin, clerical personnel (11) Who schedules these meetings? OSS L Capabin, clerical personnel (12) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (4) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (5) MANAGEMENT OF TIME (6) MANAGEMENT OF TIME (7) Ves No (8) Action taken, with subsequent follow-up? (9) Ves No (10) Does a library copy of all Cle exist? (11) Does a library copy of all Cle exist? (12) Employee groups notified prior to changing policy? (13) Employee contract training for nonuniformed supervisors? (14) Employee contract training for nonuniformed supervisors? (15) Employee groups notified prior to changing policy? (16) Employee contract training for nonuniformed supervisors? (17) Ves No (18) Employee contract training for nonuniformed supervisors? (19) Ves No (10) Employee contract training for nonuniformed supervisors? (19) Ves No (10) Employee contract training for nonuniformed supervisors? (19) Ves No (10) Employee contract training for nonuniformed supervisors?	c. Are successive meetings held?			√ Yes	□No
(2) Do employees understand information disseminated? e. Are special interest programs planned? f. Are schedules arranged for maximum attendance? (1) Is information conveyed to absent members? g. What is the frequency of staff meetings? Quarterly (1) Agendas distributed prior to meetings? (2) Who attends? Captain, Lieutennus, OSSI, Sergeants, Area Rep(s), Agenda items disseminated prior to meeting via e-mail or verball to sergeunt assigned to taking minutes. (3) Action taken, with subsequent follow-up? (4) What is the frequency of nonuniformed meetings? 3-4 times amoually (5) What is the frequency of nonuniformed meetings? 3-4 times amoually (6) What is the frequency of nonuniformed meetings? 3-4 times amoually (7) Who schedules these meetings? OSS I. Captain, clerical personnel (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clerification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (4) Yes No (5) Commander/lieutenant/sergeants available other than business hours? (7) Yes No (8) Contrader/lieutenant/sergeants available other than business hours? (9) Yes No (1) Does a fibrery copy of all Cle exist? (1) Does a fibrery copy of all Cle exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (4) Yes No	d. Are Top Management minutes discussed?			√ Yes	☐ No
e. Are special interest programs planned? f. Are schedules arranged for maximum attendance? (1) Is information conveyed to absent members? g. What is the frequency of staff meetings? Quarterity (1) Agendas distributed prior to meetings? Quarterity (2) Who attends? Cipitain, Lieuteninis, OSSI, Sergeanis, Arcting Surgeanis, Arcting Rep(s), Agenda items disseminated prior to meeting via e-mail or verbal to sergeant assigned to taking mitutes. (3) Action taken, with subsequent follow-up? (1) What is the frequency of nonuniformed meetings? 3-4 times amoually (1) Who schedules these meetings? OSSI, Capitais, clerical personnel (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification Timeded, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) Yes No (5) MANAGEMENT OF TIME PARLIANED ACTION REQUIRED ACTION REQUIRED No (6) MANAGEMENT OF TIME PARLIANED ACTION REQUIRED No (7) COLLECTIVE BARGAINING PARLIANED ACTION REQUIRED No (8) Commander/lieutenant/sergeants available other than business hours? Q yes No (9) Yes No (1) Does a library copy of all Cle exist? Yes No (1) Does a library copy of all Cle exist? Yes No (2) Employee groups notified prior to changing policy? Q yes No	(1) Does commander support departmental programs?				□No
f. Are schedules arranged for maximum attendance? Yes No g. What is the frequency of staff meetings? Quarterly (1) Agandas distributed prior to meetings? Quarterly (2) Who stends? Captain, Licutemants, OSSI, Sergeants, Acting Sergeants, Area Rep(s). Aganda items disseminated prior to meeting via e-mail or verbal to sergeant assigned to taking minutes. (3) Action taken, with subsequent follow-up? Yes No b. Are sergeants-only meetings held? Yes No (1) Who schedules these meetings? OSSI, Captain, elerical personned (2) What is the frequency of nonuniformed meetings? 3-4 times annually (1) Who schedules these meetings? OSSI, Captain, elerical personned (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information from DACCs, and departmental meetings.	(2) Do employees understand information disseminated?			✓ Yes	□No
(1) Is information conveyed to absent members? Quarterly (1) Agendas distributed prior to meetings? Quarterly (2) Who attends? Captain, Licutemants, OSSI, Sergeants, Acting Sergeants, Acea Rep(s). Agenda items disseminated prior to meeting via e-mail or verbal to sergeant assigned to taking minutes. (3) Action taken, with subsequent follow-up?	e. Are special interest programs planned?				□No
g. What is the frequency of staff meetings? Quarterly (1) Agendas distributed prior to meetings? (2) Who attends? Captain, Lieutenants, OSSI, Sergeants, Acting Sergeants, Area Rep(s). Agenda items disseminated prior to meeting via e-mail or verbal to sergeant assigned to taking minutes. (3) Action taken, with subsequent follow-up? i. What is the frequency of nonuniformed meetings? 3-4 times annually (1) Who schedules these meetings? OSSI, Captain, clerical personnel (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent to importance? (3) Action taken, with subsequent to importance? (4) Vesting the commander sole? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (5) MANAGEMENT OF TIME a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergeants available other than business hours? 7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (3) Employee contract training for nonuniformed supervisors? (4) Employee contract training for nonuniformed supervisors?	f. Are schedules arranged for maximum attendance?			✓ Yes	□No
(1) Agendas distributed prior to meetings? (2) Who attends? Captain, Lieutenants, OSSI. Sergeants, Acting Sergeants, Area Rep(s). Agenda items disseminated prior to meeting via e-mail or verbal to sergeant assigned to taking minutes. (3) Action taken, with subsequent follow-up? (4) What is the frequency of nonuniformed meetings? 3-4 times annually (5) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (6) MANAGEMENT OF TIME (7) Action taken, with subsequent follow-up? (8) Commander/lieutenant/sergearits available other than business hours? (9) Commander/lieutenant/sergearits available other than business hours? (9) Commander/lieutenant/sergearits available other than business hours? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (4) Employee contract training for nonuniformed supervisors? (5) Agenda items disseminated prior to meeting visual exiting Sergeants, Area Rep(s) Agenda items disseminated prior to meeting visual exiting Sergeants, Area Rep(s) Agenda items disseminated prior to meeting visual exiting Sergeants, Area Rep(s) Agenda items disseminated prior to meeting visual exiting Sergeants, Action Reputations departmental meetings. (8) No. (9) Pes. No. (1) Does allibrary copy of all CIs exist? (1) Pes. No.	(1) Is information conveyed to absent members?			✓ Yes	No
(2) Who attends? Captain, Lieutenants, OSSI, Sergeants, Acting Sergeants, Area Rep(s). Agenda items disseminated prior to meeting via e-mail or verbal to sergeant assigned to taking minutes. (3) Action taken, with subsequent follow-up? (4) What is the frequency of nonuniformed meetings? 3-4 times annually (1) Who schedules these meetings? OSSI, Captain, elerical personnel (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) EVALUATED Yes No OFFECTED (5) Commander/lieutenant/sergeants available other than business hours? (6) COLLECTIVE BARGAINING (7) COLLECTIVE BARGAINING (8) Employee groups notified prior to changing policy? (9) Employee contract training for nonuniformed supervisors? (9) Yes No (10) Does a library copy of all Cls exist? (11) Yes No	g. What is the frequency of staff meetings? Quarterly				
Via e-mail or verbal to sergeant assigned to taking minutes. (3) Action taken, with subsequent follow-up? Yes No	(1) Agendas distributed prior to meetings?			☐ Yes	☑ No
ACTION REQUIRED ACTION REQUIRED ACTION REQUIRED ACTION REQUIRED COMMENDATED Yes No No 1. What is the commander to importance? ACTION REQUIRED ACTION REQUIRED Yes No No 1. Who schedules these meetings? OSS I. Captain, clarical personnel (2) What is the commander's role? To disseminate information from DACCS, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) EVALUATED Yes No (5) Commander/lieutenant/sergeants available other than business hours? (6) Commander/lieutenant/sergeants available other than business hours? (7) Yes No (8) Does the commander comply with Contract Interpretations (CI)? (9) Employee groups notified prior to changing policy? (9) Employee contract training for nonuniformed supervisors? (9) Yes No (10) Does a library copy of all CIs exist? (10) Yes No (11) Does a library copy of all CIs exist? (11) Prior No (12) Employee contract training for nonuniformed supervisors? (12) Yes No (3) Employee contract training for nonuniformed supervisors? (13) Employee contract training for nonuniformed supervisors?	(2) Who attends? Captain, Lieutenants, OSSI, Sergeants, Ac	ting Sergennts, Area	Rep(s). Agenda items dis	seminated pr	for to meeting
h. Are sergeants-only meetings held? i. What is the frequency of nonuniformed meetings? 3-4 times annually (1) Who schedules these meetings? OSS L Captain, clerical personnel (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) EVALUATED Yes No (5) Commander/lieutenant/sergearits available other than business hours? (6) Commander/lieutenant/sergearits available other than business hours? (7) COLLECTIVE BARGAINING (8) Does the commander comply with Contract Interpretations (CI)? (9) Employee groups notified prior to changing policy? (1) Does a library copy of all CIs exist? (1) Yes No (2) Employee contract training for nonuniformed supervisors? (2) Yes No	via e-mail or verbal to sergeant assigned to taking minutes	is.			
i. What is the frequency of nonuniformed meetings? 3-4 times annually (1) Who schedules these meetings? OSS L Captain, clerical personnel (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) EVALUATED Yes No (5) Commander/Fine tenant/sergeants available other than business hours? (6) Commander/lieutenant/sergeants available other than business hours? (7) COLLECTIVE BARGAINING (8) ACTION REQUIRED ACTION REQUIRED NO (9) Yes No (1) Does a library copy of all Cls exist? (1) Yes No (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	(3) Action taken, with subsequent follow-up?			√ Yes	No
(1) Who schedules these meetings? OSS L Captain, clerical personnel (2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) EVALUATED Yes No (5) Commander or TIME (6) MANAGEMENT OF TIME (7) Action RequireD No (8) Action RequireD No (9) Pres No (1) Does a library copy of all CIs exist? (1) Collective Bard Interpretation (CI)? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (7) Yes No	h. Are sergeants-only meetings held?			✓ Yes	□ No
(2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed, Support to the unit and supervisor. (3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) EVALUATED Yes No (5) Commander/Inequalities proportionate to importance? (6) MANAGEMENT OF TIME (7) Action recoursed No (8) Pyes No (9) Pyes No (1) Does a library copy of all CIs exist? (1) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (7) Yes No (8) Employee contract training for nonuniformed supervisors?	i. What is the frequency of nonuniformed meetings? 3-4 times at	incally			
(3) Action taken, with subsequent follow-up? (3) Action taken, with subsequent follow-up? (4) EVALUATED Yes No (5) ACTION REQUIRED NO (6) MANAGEMENT OF TIME (a) Is time spent on activities proportionate to importance? (b) Commander/lieutenant/sergeants available other than business hours? (7) COLLECTIVE BARGAINING (8) ACTION REQUIRED NO (9) CORRECTED (1) Does a library copy of all CIs exist? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	(1) Who schedules these meetings? OSS I. Captain, clerical p	personne!			
(3) Action taken, with subsequent follow-up? Yes No	(2) What is the commander's role? To disseminate information	on from DACCs, and c	departmental meetings. A	ssist with int	ormation
6. MANAGEMENT OF TIME a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergeants available other than business hours? 7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	clarification if needed, Support to the unit and supervisor				
6. MANAGEMENT OF TIME a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergeants available other than business hours? 7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?					
a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergeants available other than business hours? 7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	(3) Action taken, with subsequent follow-up?				□No
a. Is time spent on activities proportionate to importance? b. Commander/lieutenant/sergearits available other than business hours? 7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	6. MANAGEMENT OF TIME			CORRECTE	D
7. COLLECTIVE BARGAINING a. Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? ACTION REQUIRED NO Yes No Yes No	a. Is time spent on activities proportionate to importance?	1 5-1		✓ Yes	☐ No
a. Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	b. Commander/lieutenant/sergeants available other than business	hours?		√ Yes	□No
a. Does the commander comply with Contract Interpretations (CI)? (1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors?	7. COLLECTIVE BARGAINING			CORRECTA	D
(1) Does a library copy of all CIs exist? (2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (3) Employee contract training for nonuniformed supervisors?			NO	√ Yes	ΠNo
(2) Employee groups notified prior to changing policy? (3) Employee contract training for nonuniformed supervisors? (3) Yes No					
(3) Employee contract training for nonuniformed supervisors?					
(4) Managers/supervisors understand grievance/complaint procedures?					
	(4) Managers/supervisors understand grievance/complaint pro	cedures?		✓ Yes	∐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
San Bernardino	Inland Division	One (1)	
Inspected by: Sergeant James For	neeca	Date: 02/16/2009	

number of the inspection in the Chapte shall be routed to and its due date. The	er Inspection number. Under "Fo nis document shall be utilized to o	oxes as necessary, or fill in the blanks as indicat orward to:" enter the next level of command whe document innovative practices, suggestions for some be used to appeal findings. A CHP 51 Memorar	re the document statewide
TYPE OF INSPECTION Division Level Command I	Level	☐ Corrective Action Plan Included/ ☐ Appeal Included	
Executive Office Level			
Follow-up Required: Forward to: INLAND DIVISION Due Date:		Commander's Signature:	Date: 02/19/2009
Chapter Inspection: Inspector's Comments Regar	rding Innovative Practice	PS:	
Command Suggestions for St	tatewide Improvement:		
Inspector's Findings			

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
San Bemardino	Inland Division	One (1)	
Inspected by: Sergeant James For	nseca	Date: 02/16/2009	

Page 2

Commander's Response:	

Staffing continues to be a statewide issue. The San Bernardino Area has not had seen an increase in staffing although population growth and the number of commuters traveling through this area continues to increase. Area is aware that this is a statewide problem and help is on the way. In the meantime, Area will continue to provide the best possible service with the resources it has available.

Inspector's Comments:	
Inspector's Comments.	

Required Action

Corrective Action Plan/Timeline

Area has submitted requests for (2) additional Sergeants, (13) additional officers and (1) additional office assistant. This was submitted to Division in February 2009, via the budget proposal report. The timeline will be dependent on the staffing matrix when the personnel are available.

Area will implement a process to have an agenda in place whenever a staff meeting is scheduled. This will occur immediately.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
San Bernardino	Inland Division	One (1)	
Inspected by:		Date: 02/16/2009	

Page 3

Appeal Process: (Appeals shall be filed within five (5) business days	s of the completed chapter inspection).
Commander's Basis for Appeal:	
1.0	
Appeal Review/Decision: (This shall be the only level of appeal).	
Lead Inspector's Signature:	Date:
Responding Commander's Signature (for appeal):	Date:

AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Arrowhead	Inland	
EVALUATED BY		DATE
K. Martin		02/13/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

totti odit bo otitipi	roa in ban at banani ama arabbian				
TYPE OF EVALUATION Formal Evaluation	☑ Informal Evaluation	SUSPENSE DATE 3	-31-2009		
FOLLOW-UP REQUIRED YES NO	☐ Correction Report	COMMANDER'S REVIEW	rden	2 / 2 c	12009
1. MANAGEMENT F	UNCTIONS	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED)
a. What functions of	management were observed?	T.			
(1) Planning	adequate?			✓ Yes	□No
(2) Organizat	on adequate?			√ Yes	□No
(3) Staffing a	lequate?			✓ Yes	□No
(4) Directing	dequate?			✓ Yes	□No
(5) Controlling	adequate?			✓ Yes	□No
(6) Delegating	adequate?			✓ Yes	☐ No
2. ORGANIZATION	11	EVALUATED Yes	ACTION REQUIRED	CORRECTED	0
a. Current Organi	zational Chart?			✓ Yes	□No
(1) Lines of a	thority, responsibility, and training?			✓ Yes	□ No
b. How are perso	nnel informed of commander's absence?	Personnel are notified th	rough Departmental e-ma	il and the MI	S system.
(1) Alternate a	ssigned?			✓ Yes	□No
(2) Division no	tified via comm-net?			✓ Yes	□No
c. Have collateral	duties been assigned to supervisors?			√ Yes	□No
(1) Officers av	are of assignments and/or changes?			✓ Yes	□No
d. How was efficie	ncy of the organization tested? The Arc	ea frequently is subject to	a variety natural disasters	including fire	es, flooding,
snow storn	s, and avalanches. This requires the utmo	est in preparation and com	munication between the c	ommander an	nd staff.
e. Is there an app	opriate span of control?			✓ Yes	☐ No
3. JOB DESCRIPTIO	NS	Yes	Yes	CORRECTE	D
a. Local procedure	for periodic review?			✓ Yes	□No
(1) Date of las	review update? 01/07/2008. The SC	OP is currently under revie	ew and is being updated.		
b. Authority limits	explained?			✓ Yes	□ No
c. Written job des	riptions for positions?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

	(1) Where are job descriptions kept? Job descriptions are ou	tlined in the Area's SOP.			
	(2) Has cross training been conducted?			✓ Yes	☐ No
	(2) Has cross training been conducted?	EVALUATED	ACTION REQUIRED	CORRECTE	
4. (COMMUNICATIONS	Yes	No		
a	a. Commander's methods to disseminate and receive information	? The Commander or hi	s alternate speaks with	Area persor	nnel at
	training days. He meets with the CAHP Rep, prepares briefing	items, utilizes the MIS	System, E-mail, and sta	ff meetings.	rii
	(1) Does the commander use both formal and informal channel	els?		✓ Yes	☐ No
	(2) How does the commander inform personnel of their contrib	outions and/or accomplish	nments? The Command	der utilizes I	Departmental
	awards, 100 form comments, and commendable CHP Form	2 to recognize accomplis	shments.		
b	b. Good up and down flow of information within Area?			✓ Yes	□ No
	(1) Commander to supervisors?			✓ Yes	□ No
	(2) Commander to officers through lieutenants/sergeants?			✓ Yes	☐ No
	(3) Supervisors to commander?			✓ Yes	□ No
	(4) Supervisors to officers?			✓ Yes	□ No
	(5) Officers to supervisors?			✓ Yes	□ No
	(6) Officers to commander through chain of command?			✓ Yes	☐ No
	(7) Between uniformed/nonuniformed employees?			✓ Yes	□No
	(8) Suggestions for improvement made/tested?			Yes	✓ No
С	c. Commander and supervisors available for counseling?			✓ Yes	□ No
	(1) Commander attend briefings?				□No
	(2) Lieutenant attend briefings?			✓ Yes	□No
d	d. Is the information system effective?			✓ Yes	□No
	(1) Are personnel aware of current projects?				☐ No
	(2) Weekly correspondence routed?			✓ Yes	□ No
е	e. How is the commander kept informed of daily events? The Co	ommander utilizes the se	rgeants daily log and m	nonitors the	Copper radio.
	Sergeants and the Office Supervisor contact the Commander of	f any noteworthy events	, road closures, and arre	ests/collision	ns.
f.	. Are photos on picture board current?			✓ Yes	☐ No
5. A	AREA AND STAFF MEETINGS	Yes Yes	ACTION REQUIRED	CORRECTE	ED
a.	n. Commander or facilitator/manager adequately prepared for mea	etings?	7511	✓ Yes	□No
	(1) Do meetings begin on time?			✓ Yes	□No
	(2) Is there an agenda?			✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

_					
	b. How often are Area meetings held? Staff meeting are held mon	thly. Area meetings are	held at least quarterly.		
	(1) Who coordinates agenda? The Area Commander plans ar	nd coordinates the agend	a for all meetings.		
	(2) Who takes minutes? The Office Supervisor and Area serge	eants take meeting minu	tes.		
	(3) Is action taken, with subsequent follow-up?			✓ Yes	□ No
(c. Are successive meetings held?			✓ Yes	□ No
(d. Are Top Management minutes discussed?			✓ Yes	□ No
	(1) Does commander support departmental programs?			✓ Yes	□No
	(2) Do employees understand information disseminated?			✓ Yes	☐ No
	e. Are special interest programs planned?			✓ Yes	□ No
f	f. Are schedules arranged for maximum attendance?			✓ Yes	□No
	(1) Is information conveyed to absent members?		69 (B	✓ Yes	□No
ç	g. What is the frequency of staff meetings? Staff meetings are held	d monthly.			
	(1) Agendas distributed prior to meetings?			✓ Yes	□No
	(2) Who attends? The Commander, OSS I, and sergeants atter	nd all staff meetings. T	he Area CAHP Represer	ntative is i	nvited to staff
	meetings to address concerns or discuss other pertinent mat	ters	4		
	(3) Action taken, with subsequent follow-up?			✓ Yes	□No
r	n. Are sergeants-only meetings held?			Yes	☑ No
i.	. What is the frequency of nonuniformed meetings? Non-uniform	ed meetings are held qua	rterly.		
	(1) Who schedules these meetings? The Commander in conjur	nction with the Office Su	pervisor schedules all me	eetings.	
	(2) What is the commander's role? The Commander facilitates	and addresses concerns	expressed by non-unifor	m personn	el.
	(3) Action taken, with subsequent follow-up?			✓ Yes	□No
6. N	MANAGEMENT OF TIME	EVALUATED Yes	ACTION REQUIRED No	CORRECTED)
—— а	a. Is time spent on activities proportionate to importance?			✓ Yes	□No
b	o. Commander/lieutenant/sergeants available other than business t	nours?		✓ Yes	□No
7. C	COLLECTIVE BARGAINING	EVALUATED Yes	ACTION REQUIRED .	CORRECTE)
а	. Does the commander comply with Contract Interpretations (CI)?	V-39		✓ Yes	☐ No
	(1) Does a library copy of all CIs exist?			✓ Yes	□ No
	(2) Employee groups notified prior to changing policy?			✓ Yes	□ No
	(3) Employee contract training for nonuniformed supervisors?			✓ Yes	□No
	(4) Managers/supervisors understand grievance/complaint proc	edures?		✓ Yes	□No

AREA MANAGEMENT EVALUATION SUPPLEMENT

SECTIONS	COMMENTS
(3) \$40.65	The Area has had an increase in public services, arrest and collisions in recent years due to
1, a. (3) Staffing	
	increased population and tourist travel. Additionally, the Area has received several new officers
	which has contributed to the large increase in paperwork. Justification has been submitted for a
	new Office Assistant as a result of the greatly increased work load in order to meet Departmental
	deadlines.
	The Area has received several new officers which helped reduce fatalities by approximately
	50% in 2008. New officers have filled previously vacant positions. The increase in staffing and
	12 hours shifts has assisted the Area in daily deployment of officers to the field.
	Representatives from the local communities have also noted the increase in personnel on patrol.
	The addition of the sergeant position is a continued benefit to the Area since the loss of one
	sergeant due to an injury. The additional sergeant position has assisted in completion of reports an
	oversight of field operations. As a result, the use of OIC's has been greatly reduced.
	oversight of field operations. As a result, the use of Ote's has been greatly reduced.

AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Morongo Basin - 870	Inland	
EVALUATED BY		DATE
J. Arnswald, #11974		02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE				
OLLOW-UP REQUIRED Correction Report YES NO	COMMANDER'S REVIE	W	DATE	00	
BY	T. I. Sturges	ACTION REQUIRED	02/23/2009 CORRECTED		
. MANAGEMENT FUNCTIONS	Yes	Yes			
. What functions of management were observed? Directing,	Controlling, Delegati	on, Staffing, Organization.			
(1) Planning adequate?			√ Yes	□No	
(2) Organization adequate?			✓ Yes	☐ No	
(3) Staffing adequate?			☐ Yes	√ No	
(4) Directing adequate?			✓ Yes	☐ No	
(5) Controlling adequate?			✓ Yes	☐ No	
(6) Delegating adequate?			✓ Yes	☐ No	
ORGANIZATION	Yes	ACTION REQUIRED	CORRECTE)	
a. Current Organizational Chart?			✓ Yes	☐ No	
(1) Lines of authority, responsibility, and training?			✓ Yes	☐ No	
How are personnel informed of commander's absence? Supervision, special duty, and clerical staff are informed prior to absence.					
(1) Alternate assigned?			✓ Yes	☐ No	
(2) Division notified via comm-net?	✓ Yes	☐ No			
Have collateral duties been assigned to supervisors?				☐ No	
(1) Officers aware of assignments and/or changes?	✓ Yes	☐ No			
How was efficiency of the organization tested? Officers understood and were aware of the location of the organizational chart. Li					
of supervisors' collateral duties was posted and available to all office staff.					
e. Is there an appropriate span of control?			✓ Yes	☐ No	
JOB DESCRIPTIONS	Yes	No No	CORRECTE	D.	
a. Local procedure for periodic review?	***************************************		✓ Yes	□ No	
(1) Date of last review update? 11/12/2008					
b. Authority limits explained?			✓ Yes	☐ No	
c. Written job descriptions for positions?	100		✓ Yes	☐ No	

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

	1 (IVEV. 3-00) OI 1 003			(GOD)		
(1)) Where are job descriptions kept? Job descriptions are loc	ated in Area Stand	dard Operating Procedures	(SOP).		
(2)) Has cross training been conducted?			✓ Yes	□No	
		EVALUATED	ACTION REQUIRED	CORRECTED		
	MUNICATIONS	Yes	Yes			
	ommander's methods to disseminate and receive information?	Personal interac	tion with Area personnel d	luring statt mee	etings, snii	
bı	riefings, training days, and ride-alongs.					
(1)				√ Yes	□No	
(2)						
	shift briefings, training days. Accomplishments are also noted by Commander on the CHP 100, CHP 2, and departmental awards.					
G G	ood up and down flow of information within Area?			✓ Yes	□ No	
(1)) Commander to supervisors?			✓ Yes	☐ No	
(2)	Commander to officers through lieutenants/sergeants?			✓ Yes	☐ No	
(3)	Supervisors to commander?			✓ Yes	No	
(4)	Supervisors to officers?			✓ Yes	☐ No	
(5)	Officers to supervisors?			✓ Yes	☐ No	
(6)	Officers to commander through chain of command?			✓ Yes	□ No	
(7)	Between uniformed/nonuniformed employees?			✓ Yes	□No	
(8)	Suggestions for improvement made/tested?			✓ Yes	□ No	
. Co	ommander and supervisors available for counseling?	✓ Yes	☐ No			
(1)	Commander attend briefings?	✓ Yes	□No			
(2)	Lieutenant attend briefings?	✓ Yes	□No			
l. Is	the information system effective?			✓ Yes	☐ No	
(1)	Are personnel aware of current projects?			✓ Yes	□ No	
(2)	Weekly correspondence routed?			√ Yes	☐ No	
e. Ho	ow is the commander kept informed of daily events? Area so	ipervisors, clerica	I staff, and special duty of	ficers keep the	Comman	
	ell-informed through: daily personal contact, telephonically,					
	e photos on picture board current?			☐ Yes	✓ No	
	AND STAFF MEETINGS	EVALUATED Yes	ACTION REQUIRED	CORRECTE	D	
	ommander or facilitator/manager adequately prepared for mee	1 0.5390	1	✓ Yes	☐ No	
(1)				✓ Yes	☐ No	
(2)				√ Yes	☐ No	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

. How often are Area meetings held? Area Occupatio	nal Safety meetings held quar	terly. Staff meetings held	after each DA	CC.
(1) Who coordinates agenda? Area Occupational	Safety Coordinator and Area	supervisors.		
(2) Who takes minutes? Area Occupational Safety	Coordinator and Area superv	visors.		
(3) Is action taken, with subsequent follow-up?			✓ Yes	□No
Are successive meetings held?			✓ Yes	□No
. Are Top Management minutes discussed?			✓ Yes	□No
(1) Does commander support departmental program	ns?		✓ Yes	□No
(2) Do employees understand information dissemina	ated?		✓ Yes	□No
Are special interest programs planned?			✓ Yes	☐ No
Are schedules arranged for maximum attendance?			✓ Yes	□No
(1) Is information conveyed to absent members?			✓ Yes	☐ No
What is the frequency of staff meetings? Staff meet	ings are normally held after ea	ach DACC.		
(1) Agendas distributed prior to meetings?			✓ Yes	☐ No
(2) Who attends? Area Commander, supervisors,	Area CAHP Representative, a	and clerical supervisor.		
(1) The district of the communication of the commun				
(3) Action taken, with subsequent follow-up?			✓ Yes	□No
Are sergeants-only meetings held?			✓ Yes	☐ No
What is the frequency of nonuniformed meetings? At least quarterly.				
(1) Who schedules these meetings? Area Comman	der.			
(2) What is the commander's role? Facilitating the	meetings and preparing the ag	gendas.		
(3) Action taken, with subsequent follow-up?			✓ Yes	☐ No
ANAGEMENT OF TIME	Yes Yes	ACTION REQUIRED	CORRECTED)
Is time spent on activities proportionate to importance		12,000	✓ Yes	☐ No
Commander/lieutenant/sergeants available other than			✓ Yes	☐ No
OLLECTIVE BARGAINING	EVALUATED	ACTION REQUIRED	CORRECTE)
165			✓ Yes	∏No
Does the commander comply with Contract Interpreta	ations (CI)?			
(1) Does a library copy of all CIs exist?			✓ Yes	☐ No
(2) Employee groups notified prior to changing policy?			✓ Yes	□ No
(3) Employee contract training for nonuniformed sup	ervisors?		✓ Yes	☐ No
			✓ Yes	☐ No

AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Chapter I Inspection (Informal) DATE: 02/23/2009				
SECTIONS	COMMENTS			
1. a. (3) Management Functions	The Area is currently operating without an Office Services Supervisor I (OSSI) due to a recent			
	retirement. All office functions are presently being performed by the OAII. The Area is currently			
	in the process of refilling the position.			
4. f. Communications	The Area picture board is not up to date due to recent transfers in and out. The Area will facilitat			
	a picture taking day in the near future.			
	· · · · · · · · · · · · · · · · · · ·			